

Dear [Renter Name],

Welcome to your new home! We are pleased to have you as a tenant at [Property Address/Complex Name].

Please find enclosed your official policy documents and lease agreement. We ask that you review these documents carefully as they outline important information regarding your residency, including:

- Rent payment instructions and due dates
- Maintenance request procedures
- Emergency contact information
- Building rules and community guidelines

To ensure a smooth transition, please sign the acknowledgment form and return it to our office by [Date].

If you have any questions regarding these documents or your move-in process, please feel free to reach out to us at [Phone Number] or [Email Address].

We hope you enjoy your new home.

Best regards,

[Your Name/Company Name]

[Title]

[Date]