

Dear [Tenant Name],

Welcome! We are excited to have you as a guest at [Property Address/Unit Number] for your upcoming stay from [Start Date] to [End Date].

To help you settle in, please find the essential information regarding your stay below:

- **Check-in Time:** [Time]
- **Check-out Time:** [Time]
- **Access Code/Key Location:** [Code or Location]
- **Wi-Fi Network:** [Network Name]
- **Wi-Fi Password:** [Password]

**Property Rules:**

- No smoking inside the premises.
- Please observe quiet hours between [Start Time] and [End Time].
- Parking is available at [Location/Spot Number].
- Trash collection occurs on [Day of the week].

**Emergency Contact:**

If you have any questions or require maintenance during your stay, please contact [Name] at [Phone Number] or [Email Address].

We hope you enjoy your stay. If there is anything we can do to make your experience more comfortable, please let us know.

Best regards,

[Landlord/Host Name]  
[Company Name, if applicable]  
[Date]