

[Date]

Dear [Student Name],

We are excited to welcome you to [Housing Complex/Dormitory Name]! To ensure a smooth move-in process on [Move-In Date], please review the following information carefully.

1. Arrival Schedule

Your designated check-in time is: **[Time Slot]**.

Please report to [Location/Front Desk] upon arrival to collect your keys and welcome packet.

2. Essential Documents

Please have the following ready at check-in:

- Government-issued Photo ID or Student ID
- Signed Lease Agreement (if not submitted online)
- Proof of Renter's Insurance (if required)

3. Packing Checklist

What to bring: Bedding (Size: [e.g., Twin XL]), toiletries, desk lamp, and basic cleaning supplies.

What to leave behind: Halogen lamps, candles, incense, and [Other Prohibited Items].

4. Parking and Unloading

Temporary unloading zones are located at [Location]. Once your vehicle is empty, please move it to the long-term parking lot at [Location] to make room for others.

5. Mailing Address

Your new mailing address will be:

[Student Name]

[Building Name], Room [Number]

[Street Address]

[City, State, Zip Code]

If you have any questions before your arrival, please contact the housing office at [Phone Number] or [Email Address].

Safe travels, and we look forward to seeing you soon!

Sincerely,

[Your Name/Housing Management Office]

[University/Organization Name]