

[Date]

[Owner Name]

[Owner Address]

[City, State, Zip Code]

Dear [Owner Name],

Welcome to [Property Name/Community Name]! We are pleased to have you as a new owner and look forward to working with you.

The purpose of this letter is to provide you with essential information regarding your property and our management services. Please find the following details for your records:

- **Account Number:** [Account Number]
- **Online Portal Login:** [URL/Website Link]
- **Property Manager:** [Name]
- **Contact Email:** [Email Address]
- **Contact Phone:** [Phone Number]

In your welcome package, we have included copies of the community bylaws, rules and regulations, and instructions on how to pay your assessments. If you have any immediate questions regarding your property or the community, please do not hesitate to contact our office.

We are committed to maintaining the value of your investment and ensuring a pleasant living environment for everyone. Once again, welcome to the community.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]