

[Date]

[Member Name]

[Unit Number]

[Building Address]

Dear [Member Name],

On behalf of the Board of Directors, we would like to officially welcome you to [Cooperative Name]. We are pleased to have you as a member of our community.

Living in a cooperative is a unique experience that relies on the participation and cooperation of all residents. As a shareholder, you play a vital role in the governance and upkeep of our building.

To help you get started, please find the following documents attached to this letter:

- The House Rules and Bylaws
- A list of current Board Members and Committees
- Contact information for the Property Manager
- Instructions for monthly carrying charge payments
- Maintenance request procedures

We encourage you to attend our next Board Meeting on [Date] at [Time] in [Location/Link]. This is a great opportunity to meet your neighbors and stay informed about building operations.

If you have any immediate questions, please reach out to our Management Office at [Phone Number] or [Email Address].

Welcome home!

Sincerely,

[Your Name/Signature]

President, Board of Directors

[Cooperative Name]