

[Date]

[Resident Name]  
[Property Address]  
[City, State, Zip Code]

Dear [Resident Name],

On behalf of the Board of Directors and the entire community, it is our pleasure to welcome you to [Name of Luxury Community]. We are delighted that you have chosen to make your home with us.

Our community is dedicated to maintaining an environment of elegance, security, and unparalleled service. As a resident, you now have access to our full suite of premium amenities, including [List Key Amenities, e.g., the Private Clubhouse, Concierge Services, and Wellness Center].

Enclosed with this letter, you will find our Resident Welcome Portfolio, which contains:

- The Community Governing Documents and Guidelines
- Contact information for our 24/7 Concierge and Management Team
- Instructions for the Resident Portal and Amenity Reservations
- A schedule of upcoming exclusive social events

The Board of Directors meets on the [Date/Time] of each month. We encourage you to participate and share your insights as we work together to preserve the prestige and harmony of our neighborhood.

Should you require any assistance during your transition, please do not hesitate to contact our Property Manager, [Manager Name], at [Phone Number] or [Email].

Once again, welcome to [Name of Luxury Community]. We look forward to meeting you soon.

Sincerely,

The Board of Directors  
[Name of Luxury Community]