

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Guest Name]
[Guest Address]
[City, State, Zip Code]

Subject: Short-Term Lease Agreement for [Property Name/Address]

Dear [Guest Name],

Thank you for choosing to stay at [Property Name] for your upcoming vacation. We are pleased to confirm your reservation for the period of [Start Date] to [End Date].

Attached to this letter, you will find the Short-Term Vacation Lease Agreement. This document outlines the terms and conditions of your stay, including check-in/check-out procedures, house rules, and payment schedules.

Please review the agreement carefully. To finalize your booking, we kindly ask that you:

- Sign and date the agreement where indicated.
- Provide a copy of a valid government-issued ID.
- Return the signed document and ID via [Email/Mail/Online Portal] by [Due Date].
- Submit the security deposit of \$[Amount], if not already paid.

Once we receive the signed agreement and necessary funds, we will send you a confirmation email containing the access codes and arrival instructions.

If you have any questions regarding the terms or the property, please do not hesitate to contact me at [Phone Number] or [Email Address].

We look forward to hosting you and hope you have a wonderful stay.

Sincerely,

[Your Signature]

[Your Printed Name]