

[Date]

Dear [Tenant Name/Homeowner Name],

Welcome to Your New Home!

Congratulations on your move. We are delighted to have you at [Property Address] and hope you are settling in comfortably.

To help you get started, here are a few important details regarding your new residence:

- **Keys:** [Details about mailbox keys, garage openers, etc.]
- **Trash Collection:** Pickup is every [Day of the week].
- **Utilities:** Please ensure all accounts are transferred to your name by [Date].
- **Contact Information:** For any questions or maintenance requests, please contact [Name/Company] at [Phone Number] or [Email Address].

In case of an after-hours emergency, please call: [Emergency Phone Number].

We want your stay here to be enjoyable. Please do not hesitate to reach out if there is anything we can do to assist you during your transition.

Best regards,

[Your Name/Management Name]

[Your Company Name]

[Your Contact Information]