

[Date]

[Tenant Name]

[Unit Number]

[Property Address]

Dear [Tenant Name],

Welcome to [Property Name]! We are pleased that you have chosen our community as your new home. Our goal is to provide a comfortable and enjoyable living environment for all our residents.

Below is some important information regarding your residency:

- **Property Manager:** [Name]
- **Office Hours:** [Hours, e.g., Mon-Fri 9am-5pm]
- **Contact Number:** [Phone Number]
- **Email Address:** [Email Address]

Maintenance Requests: For routine repairs, please submit a request via [Online Portal/Phone Number]. For after-hours emergencies, please contact [Emergency Contact Number].

Rent Payments: Rent is due on the [Day] of each month. You can pay your rent through [Payment Method/Portal].

Trash & Recycling: Collection occurs on [Days]. Please ensure all waste is placed in the designated bins located at [Location].

Parking: Your assigned parking space is [Space Number]. Please ensure your vehicle displays the required permit.

Please take a moment to review the community rules and regulations attached to your lease agreement. If you have any questions as you settle in, please do not hesitate to reach out to the management office.

Once again, welcome to the community!

Sincerely,

[Your Name/Property Management Name]

[Company Name]