[Date]

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

Dear [Recipient Name],

Welcome to the [Community Name] waterfront community! My name is [Your Name], and I am your dedicated Waterfront Community Specialist. Whether you are a first-time shorefront homeowner or a seasoned boating enthusiast, I am here to help you navigate the unique aspects of living on the water.

Living in a waterfront property comes with specific opportunities and responsibilities. As your specialist, I provide expertise in:

- Dock and bulkhead maintenance guidelines
- Local maritime regulations and boating safety
- Riparian rights and environmental conservation
- Community access points and water-based amenities

I have enclosed a "Waterfront Living Guide" which includes tide charts, local marina contacts, and a directory of preferred marine contractors. My goal is to ensure you enjoy every aspect of our beautiful shoreline while preserving the value and integrity of your property.

I will follow up with you next week to see if you have any immediate questions. In the meantime, please feel free to contact me at [Phone Number] or [Email Address].

Once again, welcome to the water!

Sincerely,

[Your Signature]
[Your Printed Name]
[Company Name]
[Website]