

[Date]

[Executive Name]

[Title]

[Company Name]

Dear [Executive Name],

Welcome to your new residence at [Property Name]. We are honored to host you and are committed to providing a seamless living experience that meets the standards of your professional lifestyle.

Your executive suite is fully prepared for your arrival. Below are key details regarding your residency:

- **Property Address:** [Full Address, Unit Number]
- **Move-in Date:** [Date]
- **Parking Stall:** [Number/Level]
- **Wi-Fi Network:** [Network Name]
- **Wi-Fi Password:** [Password]

### **Property Access & Security**

Attached to this letter, you will find your electronic key fobs and building access codes. Our concierge desk is staffed [Hours/Days] to assist with guest entry, deliveries, and any immediate needs.

### **Dedicated Support**

As part of our Executive Leasing Program, you have access to a dedicated account manager. Please contact [Contact Name] at [Phone Number] or [Email Address] for any maintenance requests or administrative inquiries.

### **Building Amenities**

You have full access to the [Fitness Center/Business Lounge/Pool], located on the [Floor Number]. Please refer to the enclosed Resident Handbook for operating hours and reservation procedures.

We trust you will find your stay both productive and comfortable. Please do not hesitate to reach out if there is anything we can do to further assist your transition.

Sincerely,

[Your Name]

[Your Title]

[Management Company Name]