

Dear [Guest Name],

Welcome to your temporary home at [Property Name/Address]. We are pleased to have you staying with us and hope your transition to [City Name] is smooth and comfortable.

Check-In Information:

Access Code: [Insert Code]

Wifi Network: [Insert Name]

Wifi Password: [Insert Password]

Building Amenities:

- Fitness Center: [Location/Hours]

- Parking: [Space Number/Instructions]

- Trash Disposal: [Location/Schedule]

Household Details:

- The kitchen is fully equipped for your use.

- Fresh linens and towels are provided in the closets.

- For laundry, the washer and dryer are located [Location].

Contact Information:

If you have any questions or require maintenance during your stay, please contact [Contact Name] at [Phone Number] or via email at [Email Address]. For after-hours emergencies, please call [Emergency Number].

We wish you a productive and pleasant stay.

Best regards,

[Your Name/Company Name]

[Phone Number]

[Website]