

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: Welcome to [Homeowners Association Name] - Confirmation of Closing

Dear [Homeowner Name],

Congratulations on the recent purchase of your new home. As the escrow agent for this transaction, we are pleased to officially welcome you to the [Homeowners Association Name].

Our records indicate that the closing process is complete. Please find the following information regarding your association membership:

- **Property Address:** [Property Address]
- **Closing Date:** [Date]
- **HOA Account Number:** [Account Number]
- **Monthly/Quarterly Assessment Amount:** \$[Amount]
- **Next Payment Due Date:** [Date]

Enclosed/Attached you will find your welcome packet, which includes the community rules and regulations, CC&Rs, and instructions on how to set up your online payment portal. Please ensure you review these documents carefully to understand your rights and responsibilities as a member of the association.

Should you have any questions regarding your escrow account or the closing documents, please contact our office at [Escrow Phone Number]. For questions regarding community amenities or HOA operations, please contact the Management Office at [Management Phone Number].

We wish you the very best in your new home.

Sincerely,

[Escrow Officer Name]

[Escrow Company Name]

[Phone Number]

[Email Address]