

[Date]

[Buyer's Name]

[Buyer's Address]

[City, State, Zip Code]

Dear [Buyer's Name],

Congratulations on the purchase of your new condominium at [Condominium Project Name]!
We are honored that you chose us for your new home.

Our team is committed to providing you with a high-quality living experience. Enclosed with this letter, you will find your homeowner's manual, warranty information, and contact details for the property management office.

If you have any questions regarding your unit or the building amenities, please do not hesitate to reach out to [Contact Person Name] at [Phone Number] or [Email Address].

We wish you many years of happiness in your new community.

Sincerely,

[Your Name/Company Name]

[Title]

[Company Website]