

[Date]

[Tenant Name]

[New Property Address]

[City, State, Zip Code]

Dear [Tenant Name],

Welcome to [City/State]! We are thrilled that you have chosen [Property Name/Company Name] as your new home after your move from [Previous State]. We know that relocating across state lines is a major transition, and we want to make your arrival as smooth as possible.

Your keys and move-in packet are ready for pick-up. Inside the packet, you will find:

- A copy of your signed lease agreement.
- Your move-in inspection checklist (please return within [Number] days).
- Instructions for setting up local utilities.
- Information on trash collection and recycling schedules.
- Parking permits and gate codes (if applicable).

To help you settle into the area, we have also included a list of local essentials such as the nearest grocery stores, hospitals, and post offices.

If you have any questions or notice any issues while unpacking, please contact our office at [Phone Number] or email us at [Email Address]. For maintenance emergencies, please call [Emergency Number].

We hope you enjoy your new home and your new life here in [State].

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]