

Date: [Date]

[Homeowner Name]

[New Address]

[City, State, Zip Code]

Welcome Home!

Dear [Homeowner Name],

Congratulations on the completion of your new home! We are honored that you chose [Company Name] to build this space for you, and we are excited to officially hand over the keys.

Our team has worked hard to ensure every detail meets our standards of quality. We hope this home brings you and your family years of happiness and many wonderful memories.

Included with this letter, you will find:

- A copy of your final inspection report.
- Warranty information and contact details for service requests.
- User manuals for all newly installed appliances.
- A list of emergency contact numbers for utility providers.

If you have any questions as you settle in, please do not hesitate to reach out to our customer care team at [Phone Number] or [Email Address].

Thank you again for trusting us with your new home construction.

Best regards,

[Your Name]

[Your Title]

[Company Name]