

[Date]

Dear [New Resident Names],

Welcome to Your New Townhouse!

Congratulations on your move. We are thrilled to have you as a neighbor in the [Townhouse Complex Name] community. We hope you are settling in comfortably and enjoying your new home.

To help you get started, here is some essential information regarding our suburban community:

- **Mailbox Location:** [Describe location, e.g., the kiosk at the end of the block]. Your mailbox number is [Number].
- **Trash & Recycling:** Collection occurs every [Day of the week]. Please place bins at the curb no earlier than [Time] the evening before.
- **Parking:** Your designated spaces are [Space Numbers/Location]. Please ensure guests use the marked visitor parking areas.
- **Maintenance Requests:** For any issues, please contact [Name/Company] at [Phone Number] or via the portal at [Website].

Community Amenities:

As a resident, you have access to the [Pool/Park/Gym/Clubhouse]. The access code/key for these facilities is [Code/Details].

Local Tips:

The nearest grocery store is [Store Name] located at [Address]. For a great local coffee spot, we recommend [Cafe Name] just a few blocks away.

We pride ourselves on being a friendly and quiet neighborhood. If you have any questions or just want to say hello, feel free to reach out.

Warm regards,

[Your Name/Property Manager Name]

[Community Board/Company Name]

[Contact Email/Phone Number]