

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

It was such a pleasure meeting you at [Host Name]'s housewarming party this past weekend. I really enjoyed our conversation about [mention a specific topic you discussed, e.g., local hiking trails / your shared interest in gardening / the neighborhood].

Since I have lived in this area for [Number] years, I wanted to reach out and officially welcome you to the community. Transitioning to a new neighborhood can be a big task, so please don't hesitate to ask if you need recommendations for a local plumber, a great coffee shop, or anything in between.

I would love to stay in touch as you settle in. Perhaps we could grab a coffee or a drink at [Local Spot] sometime in the next few weeks?

Welcome again to the neighborhood!

Best regards,

[Your Name]  
[Your Phone Number]  
[Your Email Address]