

[Date]

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

Welcome to Carefree Living at [Townhouse Community Name]

Dear [Resident Name/Homeowner],

We are pleased to officially welcome you to [Townhouse Community Name], where we prioritize a maintenance-free and "carefree" lifestyle. Our goal is to provide a beautiful, safe, and relaxing environment so you can spend more time enjoying your home and less time worrying about its upkeep.

As part of our Carefree Living program, the following services are included in your residency:

- Professional landscaping and lawn maintenance.
- Seasonal snow removal from driveways and walkways.
- Exterior building maintenance and repairs.
- Access to community amenities including [List Amenities, e.g., Pool, Clubhouse, Gym].
- Trash and recycling collection services.

We have enclosed a Welcome Packet that includes our community guidelines, contact information for the property management team, and instructions for submitting maintenance requests via our online portal.

To celebrate our new residents, we invite you to a "Meet and Greet" on [Date] at [Time] located at [Location/Clubhouse].

If you have any questions or need assistance during your move-in process, please contact the Management Office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]
[Title]
[Community Management Company Name]