

Dear [Guest Name],

Welcome to your new home away from home. We are delighted to have you stay with us at [Property Name/Address] during your time in [City].

Arrival Information:

- **Unit Number:** [Unit Number]
- **Access Code/Key Location:** [Details]
- **Wi-Fi Network:** [Network Name]
- **Wi-Fi Password:** [Password]

Property Details:

- **Parking:** [Space Number/Instructions]
- **Mailbox:** [Number/Location]
- **Trash Disposal:** [Location/Pickup Days]
- **Building Amenities:** [Gym/Pool/Lounge Hours]

House Rules:

Please note that this is a non-smoking property. We ask that you remain mindful of quiet hours between [Start Time] and [End Time].

Contact Information:

If you have any questions regarding your stay or require maintenance assistance, please contact us:

- **Property Manager:** [Name]
- **Phone:** [Phone Number]
- **Email:** [Email Address]
- **Emergency/After-Hours:** [Phone Number]

We hope you have a productive and comfortable stay. Please let us know if there is anything we can do to make your transition easier.

Best regards,

[Your Name/Company Name]