

**\*\*Welcome Note Template\*\***

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**\*\*Dear [Friend's Name],\*\***

Welcome to [Your City/Location]! We are so excited to have you here.

**\*\*Schedule:\*\***

- **\*\*Arrival:\*\*** [Date and Time]

- **\*\*Plan:\*\*** [Outline of activities planned]

**\*\*Accommodations:\*\***

- **\*\*Stay:\*\*** [Details about where they will be staying]

**\*\*Contact Information:\*\***

- **\*\*Your Phone Number:\*\*** [Your Number]

- **\*\*Emergency Contact:\*\*** [Emergency Contact Name and Number]

**\*\*Special Tips:\*\***

- **\*Local Recommendations:\*** [Any must-visit places or restaurants]

- **\*Weather Info:\*** [Brief weather forecast and what to pack]

We can't wait to catch up and create some amazing memories together!

**\*\*Best,\*\***

[Your Name]

[Your Address]

[Your Email]

[Date]

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