

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Guest's Name]
[Guest's Address]
[City, State, Zip Code]
Dear [Guest's Name],
Welcome to [Property Name]! We are thrilled to have you as our guests.
Below you will find important information to help make your stay
enjoyable.
Check-In/Check-Out:
- Check-In Time: [Check-In Time]
- Check-Out Time: [Check-Out Time]
Address:
[Property Address]
Contact Information:
- If you need assistance during your stay, please contact us at [Your
Phone Number] or [Your Email Address].
House Rules:
1. No smoking inside the property.
2. No pets allowed.
3. Please respect our neighbors and keep noise to a minimum after [Quiet
Hours Time].
Amenities:
- Wi-Fi: [Wi-Fi Network Name] / [Wi-Fi Password]
- Kitchen: [Details about kitchen appliances and utensils]
- Parking: [Parking information]
Local Attractions:
- [Attraction 1]
- [Attraction 2]
- [Attraction 3]
We hope you have a wonderful stay at [Property Name]. If you have any
questions or need assistance, don't hesitate to reach out.
Best regards,
[Your Name]
[Your Title/Role]
[Property Name]

Feel free to customize the template with your specific details!