

[Your Name/Property Management Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear [Guest's Name],

Welcome to [Property Name]! We are thrilled to host you and hope you have a relaxing and enjoyable stay. To ensure a pleasant experience for you and future guests, we kindly ask you to review our guidelines below.

****1. Check-in/Check-out****

- Check-in time is [check-in time].
- Check-out time is [check-out time].
- Please let us know if you need to adjust these times.

****2. House Rules****

- No smoking inside the property.
- No pets allowed unless previously discussed.
- Please respect our neighbors and keep noise levels down after [quiet hours].

****3. Cleaning Protocol****

- Please dispose of trash in designated bins.
- Leave the property in a tidy condition.
- A cleaning fee will be applied as stated in your booking.

****4. Safety****

- Ensure all doors and windows are locked when you leave the property.
- Familiarize yourself with the emergency exits and procedures provided in the welcome packet.

****5. Amenities****

- [List any amenities available, e.g., Wi-Fi details, appliances, pool usage, etc.]
- Please report any issues or damages immediately.

****6. Communication****

- Feel free to reach out via [preferred communication method] for any questions or assistance during your stay.

We hope you enjoy your time at [Property Name] and create wonderful memories. Thank you for your cooperation!

Best regards,

[Your Name]

[Property Management Company]

[Contact Information]