[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],
We are excited to welcome you to [Property Name] for your upcoming stay from [Check-in Date] to [Check-out Date]. Below are the detailed check-in procedures to ensure a smooth arrival.
Check-in Time:
Your check-in time is [Check-in Time].
Access Instructions:
1. Upon arrival, please go to [Property Address].
2. You will find a lockbox located [describe location of lockbox].
3. The code to access the lockbox is [lockbox code].
4. Inside the lockbox, you will find the keys to the property.
Parking Information:
Please park your vehicle in [designated parking area] to avoid any parking violations.
Wi-Fi Information:
The Wi-Fi network name is [Wi-Fi Network Name] and the password is [Wi-Fi Password].
Emergency Contact:
If you encounter any issues during your stay, please contact me at [Your Phone Number] or email me at [Your Email Address].
We hope you have a wonderful stay. If you have any questions or special requests, feel free to reach out.
Best Regards,
[Your Name]
[Your Title or Role]
[Property Management Company Name] (if applicable)
[Your Contact Information]