

**\*\*VRBO Guest Communication Letter Template Example\*\***

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**\*\*Subject:\*\*** Welcome to Your Stay at [Property Name]!

Dear [Guest's Name],

We are thrilled to welcome you to [Property Name] from [Check-in Date] to [Check-out Date]! We hope you are as excited as we are for your upcoming stay.

**\*\*Check-In Information:\*\***

- Address: [Property Address]

- Check-in time: [Check-in Time]

- Access Instructions: [Details on how to enter the property]

**\*\*During Your Stay:\*\***

Should you have any questions or need assistance, please feel free to contact me at [Your Phone Number] or [Your Email Address]. I'm here to help!

**\*\*Local Recommendations:\*\***

- Restaurants: [List a few recommendations]

- Attractions: [List a few attractions]

- Grocery Stores: [List nearby grocery stores]

We kindly ask you to respect our house rules during your stay:

1. No smoking inside the property.

2. No pets allowed.

3. Please dispose of trash properly.

**\*\*Check-Out Information:\*\***

- Check-out time: [Check-out Time]

- Check-out procedures: [Details on what they need to do before leaving]

We hope you have a wonderful and relaxing stay. Thank you for choosing [Property Name]!

Best regards,

[Your Name]

[Your Title/Role]

[Your Contact Information]

[Property Name]

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Feel free to modify any sections as needed to better match your property and communication style!