

[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 are some important instructions and information to help you enjoy your stay.

****Check-In/Check-Out:****

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

****Access Instructions:****

- The property address is: [Property Address]
- To access the property, please use the following instructions: [Provide access details, e.g., key code, lockbox details]

****House Rules:****

1. No smoking inside the property.
2. No pets allowed unless previously agreed.
3. Please respect noise levels, especially during nighttime hours.

****Amenities:****

- Wi-Fi Network: [Network Name]
- Wi-Fi Password: [Password]
- Heating/Air Conditioning Instructions: [Brief Instructions]
- Kitchen: [List any special appliances or features]

****Nearby Attractions:****

- [List some local attractions, restaurants, or activities]

****Emergency Contacts:****

- In case of an emergency, please contact [Emergency Contact Name] at [Phone Number].
- For maintenance issues, reach out to [Maintenance Contact Name] at [Phone Number].

****Departure Checklist:****

- Please ensure all dishes are washed and put away.
- Take out the trash to [Trash Location].
- Lock all doors and windows before leaving.

We hope you have a wonderful stay! If you have any questions or need assistance, feel free to reach out.

Best regards,

[Your Name]

[Your Title if applicable]

[Your Property Management Company if applicable]