

[Your Name]
[Your Property Name]
[Property Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Dear [Guest's Name],

Welcome to [Property Name]!

We are thrilled to have you as our guests and hope you enjoy your stay. Here are some helpful details to make your time here comfortable and enjoyable:

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

- Check-In Time: [Check-in Time]
- Check-Out Time: [Check-out Time]

****Property Information****

- Wi-Fi Network: [Network Name]
- Wi-Fi Password: [Password]
- Parking: [Parking Instructions]

****House Rules****

- [List any important house rules, e.g., no smoking, pet policies, quiet hours, etc.]

****Local Attractions****

- [Brief list of local attractions, restaurants, or activities nearby]

****Emergency Contact****

- For any urgent matters, please don't hesitate to contact us at [Your Phone Number].

We hope you have a fantastic stay! If you need anything or have any questions, please feel free to reach out.

Enjoy your time at [Property Name]!

Warm regards,

[Your Name]

[Property Owner/Manager Title]