

Welcome to Your New Home!

Dear [Tenant's Name],

We are excited to welcome you to [Property Address]! This letter serves as a confirmation of your onboarding conversation held on [Date], where we discussed important aspects of your tenancy.

Conversation Summary:

- **Lease Agreement:** Please review the lease agreement attached and return a signed copy by [Due Date].
- **Move-In Date:** Your scheduled move-in date is [Move-In Date].
- **Utilities:** Information regarding utilities setup will be sent to you shortly.
- **Contact Information:** For any inquiries, feel free to contact me at [Your Phone Number] or [Your Email].

We look forward to having you as part of our community! If you have any further questions or need assistance, don't hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Property Management Company]

[Phone Number]

[Email]