

Professional welcome for business travelers

Subject: Welcome to Your Temporary Home - [Property Name]

Dear [Guest Name],

Welcome to [Property Name]. We are pleased to accommodate you during your business assignment in [City Name]. Your fully furnished suite [Unit Number] is equipped with everything needed for a comfortable extended stay.

Your corporate housing package includes:

- High-speed internet and dedicated workspace
- Full kitchen with cookware and dishware
- Weekly housekeeping service
- 24/7 concierge assistance
- Access to fitness center and business facilities

Our concierge team has prepared a local area guide with restaurant recommendations, shopping centers, and entertainment options. Transportation arrangements can be made through our partnership with [Service Name].

For business needs, our on-site business center offers printing, faxing, and meeting room reservations. Wi-Fi access code is [code] and your parking space is [number].

We understand the importance of making business travelers feel at home. Our team is available around the clock to address any needs or concerns that may arise during your stay.

Should you require any assistance or have special requests, please contact our guest services team at [phone] or [email].

We wish you a productive and comfortable stay.

Professional regards,

[General Manager Name]

[Property Management Company]

Get more templates here: <https://www.lettersandtemplates.com/letters/welcome-letter-to-residents>