

Quick welcome for short-term residents

Subject: Quick Welcome - [Property Name] Temporary Housing

Hi [Resident Name],

Welcome to [Property Name]! Since you're staying with us temporarily, here's everything you need to know for a hassle-free stay.

Your unit [Number] is ready and stocked with essentials. Keys and access cards are at the front desk - just show your ID. Parking space [number] is yours for the duration of your stay.

Quick essentials:

- Wi-Fi: [network] / [password]
- Laundry room: [location], quarters needed
- Trash pickup: [days]
- Emergency maintenance: [phone number]

Our small community means personalized attention. If you need anything - from extra linens to local recommendations - just ask! We want your temporary stay to feel like home.

Check-out is [date] by [time]. We'll send a reminder email a few days before with move-out instructions.

Enjoy your stay!

[Property Manager Name]

[Contact Info]

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