

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
City, State Zip Code		

Re: Welcome a New Resident to the Neighborhood

Dear :

Now that you have had time to settled in, I wanted to formally welcome you to {name of neighborhood}. We are so happy that you have chosen us to become your home. I believe that you will love it here. I have been a resident for {#} years and I must say that this place has only grown in beauty and comfort. I have included a list of emergency numbers, a map of the area, and the schedule of the Homeowner's Association meeting. Please enjoy the homemade muffins and keep the plate. If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E