Date

Name  
Address

Dear Ms. Jill,

I welcome you to your new home. I hope you enjoy residing in your new apartment and enjoy the benefits our company ABC Limited offer to this building.

We, at ABC Limited, ensure that you get a safe and secure living environment, which is why we do a thorough selection interview of the people before selling or renting an apartment. For further security, every building has its own day and night guard.

Here, you will enjoy a constant supply of water, gas, and electricity. You can call the helpline anytime the need arises, and ask for the plumber, electrician, and all the maintenance people. There is a water filter near every building so that you can easily access clean drinking water.

We offer all these constant facilities on a nominal maintenance fee, which we expect you to pay in a timely manner, to avoid any interruptions. Furthermore, we expect you to pay the bills and rent charges on time, as we are answerable to the owners of the apartments in case an issue arises, as we are the ones who select and choose the people who take the house.

In addition, any damage to the property will be covered by you. The company will not be responsible for any type of loss or damage. In addition, we offer a safe parking facility, however, if you park somewhere else, you will be responsible for your own car.

After two years of your contract completion, we, along with the owners, will analyze the apartment condition before rolling the contract over.

We are here to provide any type of help and assistance. We are available 24 hours on the helpline number [X]. You can reach us anytime you want. We hope you enjoy staying in this building.

Thank you.

Regards,