To

[The Recipient Name]

I am [name] the owner of house no [number] located on [address]. My agent Mr. [name] has informed me about letting the house to you for the next [number of months]. I wanted to welcome you formally and extend my best wishes to you.

The house you have rented is one of the finest properties built around the seaside. We got this house designed from Mr. [name], who is a well-known architect and said to be an expert of sea-side housing catering to all the special circumstances such a location entails. We built it with a lot of love and attention to detail as we were getting it made for our personal occupation. But due to my wife’s health issues, we were forced to shift to a smaller place near the hospital and have started renting this house out.

The location of the house makes it very attractive, as the beach is within a walking distance and the pleasant sea breeze keeps the house cool during the day. Everyday essentials are easily available in the neighborhood. Some of these stores also offer home delivery.

Since you have young kids I would recommend exploring the [name] school in the vicinity. New restaurants are sprouting in the area and offer excellent seafood. There are parks for the kids and jogging and cycling tracks for adults and to top it all, this is one of the safest areas of the city.

We really hope your stay in this house is very pleasant and you make beautiful memories here. Wishing you all the best for the future and looking forward to seeing you around.

Yours sincerely,

[Your Name]  
[Address]