Date:

Dear [X],

Welcome to the new apartment. I am completely aware of the fact that it is very overwhelming to move. As you are about to move into your new apartment, there will a lot on your mind. This letter is being written to you to provide you with the necessary information that must be kept on board before you practically start to move in.

The rent amount that you are supposed to pay every month is (mention the amount). You will be required to pay the rent by the 10 of every month. When you submit the check memo, please mention your name and apartment number.

You are responsible for paying your utility bills also. But, if you have any problem regarding the heat or electricity system in the apartment, do let us know. We can be accessed via (mention the phone number or email address).

If you find out that there is some maintenance work that needs to be done, don't forget to contact us.

You are recommended to have insurance with full coverage to protect yourself against accidental fire or any break-in.

We are glad to have you as our new tenant. The date on which you are supposed to move in is 15th October 2021. Please call me if there is anything that you haven't understood.

Regards,

Name of the landlord  
Signatures of the landlord