

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»:

We hope that your move went smoothly and we welcome you.

Enclosed for your records are your copies of your lease and certification form. Please contact this office if you should have any questions about this paperwork.

Thank you,

«rental_agent»