**Thank you for Booking With Us**

**SUBJECT LINE:** Thank you for Choosing [property name]!

**EMAIL BODY:**

Dear [guest name],

Thank you once again for selecting our property for your trip to [location] this summer! I have attached a copy of the Rental Agreement for your review and approval. If you have any questions, please let me know. This is a very basic document, but we just like to be sure we address any concerns our guests might have about our house rules. Once you have approved, please complete the first and last pages, then forward a copy to this email address. There is no need to print and scan. You can simply fill out the first and last page, then send it digitally.

One week prior to your arrival, I will send you an email with your gate pass, door code, and additional  information to help your arrival go smoothly.

In the meantime, I invite you to check out our website: [enter websiteURL]. Here you will see information about the resort and the property, as well as a few downloadable documents under the Guest Services tab. We regularly update the Events page with news and links to any local events that we hear about. Here you will also see links to the XXX and XXX. As our guest, you will have full access to the resort amenities and hope you take time to enjoy the offerings.

Lastly, we also have a Facebook page [enter Facebook URL] that we use to post daily updates and share regional information for our followers. We would love for you to join our group of Followers and maybe even share a couple of comments after your visit.

Please let us know if there is anything on this end that we can do to help as you start your planning.

With Kind Regards,

**ATTACHMENT:** [attach a personalized copy of the Rental Agreement]