**7415 Forest Hill Drive**

**Forest Hill, Texas 76140**

**Phone: (817) 483-9280 ▪ Fax: (817) 483-9457**

<DATE>

<Recipient>

<Recipient Address><Unit#>

<Recipient City, State and Zip>

RE: <SUBJECT>

Dear Ms. / Mr. <Last Name of Recipient>,

Thank you,

<Property Manager Name>

Property Manager