**3211 Hickory Tree Road**

**Balch Springs, Texas 75180**

**Phone: (972) 913-0711 ▪ Fax: (972) 913-0743**

<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