**222 South Magnolia Avenue**

**Hubbard, Texas 76648**

**Phone: (254) 576-1004 ▪ Fax: (254) 576-1094**

<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