**151 Meadowview Court**

**Terrell, Texas 75160**

**Phone: (972) 563-9508 ▪ Fax: (972) 563-9518**

<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