**3110 Towne Park Drive**

**Tyler, Texas 75701**

**Phone: (903) 561-1461 ▪ Fax: (903) 561-1974**

<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