**100 Mortier Drive**

**College Station, Texas 77845**

**Phone: (979) 693-8129 ▪ Fax: (979) 694-8134**

<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