**1101 Rutland Drive**

**Austin, Texas 78758**

**Phone: (512) 836-9711 ▪ Fax: (512) 836-9712**

<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