**1900 Woodgate Drive**

**Waco, Texas 76712**

**Phone: (254) 666-2636 ▪ Fax: (254) 666-5736**

<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