**7101 Huebner Road**

**Lon Valley, Texas 78240**

**Phone: (210) 522-1548 ▪ Fax: (210) 522-9998**

<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