**2300 Camp Drive**

**Midland, Texas 79701**

**Phone: (432) 682-0709 ▪ Fax: (432) 682-0710**

<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