**1212 West Center Street**

**Sherman, Texas 75092**

**Phone: (903) 813-3224 ▪ Fax: (903) 868-0021**

<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