**1425 Washington Village Parkway**

**Beaumont, Texas 77707**

**Phone: (409) 840-4332 ▪ Fax: (408) 840-4350**

<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