

[Your Name]  
[Your Return Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Date]

[Recipient Name]  
[Recipient Company/Department]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Subject Property Complete Address**

Dear [Recipient Name],

This letter is regarding the property located at the following address:

**[Street Address]**  
**[Unit/Suite Number, if applicable]**  
**[City], [State] [Zip Code]**

The purpose of this letter is to [state your purpose, e.g., request information, submit an application, or report an issue] concerning the subject property mentioned above.

[Insert detailed description or request here].

Thank you for your time and attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]