

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Address]

RE: Subject Property Address: [Insert Full Property Address Here]

Dear [Recipient Name],

[Insert the body of your letter here. State the purpose of your communication regarding the property listed above.]

Sincerely,

[Your Signature]

[Your Printed Name]