

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Re: [Case Number or Property Address]

Dear [Recipient Name],

[Insert body text here. This is where you will describe the purpose of the letter, the specific actions required, and any relevant deadlines or legal notifications.]

[Insert additional details or payment instructions if applicable.]

Should you have any questions regarding this matter, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

The National Eviction Recovery Agency