

[Current Date]

[Owner Name]

[Mailing Address]

[City, State, Zip Code]

RE: Annual Property Information Update - [Property Address/Account Number]

Dear [Owner/Manager Name],

Our records indicate that it is time for the annual renewal of your property information file. To ensure our database remains accurate and to maintain your current status, we require updated details regarding the property listed above.

Please review and provide the following information:

- Current occupancy status
- Updated emergency contact information
- Proof of valid property insurance
- Any recent physical alterations or renovations
- Current contact information for the property owner or manager

Please return the completed information by [Due Date] via [Email Address] or by mail to the address provided in the header. Failure to provide updated information may result in [Consequence/Late Fee].

If you have any questions, please contact our office at [Phone Number].

Sincerely,

[Your Name/Signature]

[Your Title]

[Organization Name]