

**Date of Issuance:** [Insert Date, e.g., January 1, 2024]

**Tenant Contact Information:**

Full Name: [Insert Tenant Name]

Property Address: [Insert Rental Address and Unit Number]

Phone Number: [Insert Phone Number]

Email Address: [Insert Email Address]

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Dear [Insert Tenant Name],

[Insert body of letter here]

Sincerely,

[Your Name/Landlord Name]

[Your Phone Number]