

```
<div>
  <p>Sincerely,</p>

  <p>
    <strong>[Full Name]</strong><br>
    Property Manager<br>
    [Company Name]<br>
    [Office Address]<br>
    [City, State, Zip Code]
  </p>
  <p>
    Phone: [Phone Number]<br>
    Email: [Email Address]<br>
    Website: [Website URL]
  </p>
  <p>
    [Property Name/Complex Name]<br>
    [License Number, if applicable]
  </p>
</div>
```