

Date: [Insert Date]

To: [Recipient Name]  
[Recipient Company]  
[Recipient Address]

**Subject: Details Regarding Property Address: [Insert Full Property Address]**

Dear [Recipient Name],

Please find the formal address details and legal description for the subject property involved in [Reference Transaction/File Number]:

- **Street Address:** [Insert Street Address]
- **Unit/Suite:** [Insert Unit Number, if applicable]
- **City:** [Insert City]
- **State/Province:** [Insert State]
- **Zip/Postal Code:** [Insert Code]
- **County:** [Insert County Name]
- **Assessor's Parcel Number (APN):** [Insert APN]
- **Legal Description:** [Insert Lot/Block/Subdivision details]

Please update your records to ensure all future correspondence and legal documents reflect the information provided above. If you require additional documentation or a plat map, please let me know.

Sincerely,

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