

Dear Residents and Neighbors,

As the new school year approaches, **[Property Name]** is excited to announce our annual **Back to School Supply Drive!** We are collecting donations to help local students start their year with the tools they need to succeed.

We are currently seeking donations of the following new items:

- Backpacks
- Notebooks and loose-leaf paper
- Pens, pencils, and erasers
- Crayons, markers, and colored pencils
- Glue sticks and scissors
- Folders and binders

Drop-off Location: [Insert Location, e.g., Leasing Office Lobby]

Drive Dates: [Insert Start Date] to [Insert End Date]

Office Hours: [Insert Office Hours]

All donations will be delivered to [Insert Name of School or Charity] on [Insert Date].

Thank you for your generosity and for helping us support our community's students!

Sincerely,

The Management Team
[Property Name]
[Phone Number]