

[Your Name/Organization Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Property Owner Name]

[Property Management Company Name, if applicable]

[Owner Address]

[City, State, Zip Code]

Subject: Request for Endorsement of [Project/Service Name] at [Property Name/Address]

Dear [Property Owner Name],

I am writing to you as a [resident/vendor/partner] regarding the multi-family property located at [Property Address].

We are currently [briefly describe the project, service, or initiative, e.g., implementing a new recycling program / installing high-speed internet / proposing a community garden]. We believe this initiative will significantly benefit the residents by [mention 1-2 benefits, e.g., reducing utility costs and improving property value].

To move forward with the next steps, we are seeking your formal endorsement. Your support as the property owner would be instrumental in [mention goal, e.g., securing city permits / obtaining community grants / finalizing the service agreement].

If you approve of this proposal, please sign the enclosed endorsement form or provide a brief letter of support on your official letterhead. We are happy to schedule a brief call or meeting to discuss the details further and answer any questions you may have.

Thank you for your time and for your continued commitment to the [Property Name] community.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Role]