

[Date]

[Tenant/Owner Name]

[Address line 1]

[Address line 2]

**Subject: Confirmation of Property Addition**

Dear [Name],

This letter is to formally confirm that the following property has been successfully added to our records/management system as of [Date]:

**Property Address:**

[Street Number and Name]

[City, State, Zip Code]

All relevant documentation has been processed. Moving forward, this property will be included in all future statements, billing, and communications regarding your account.

If you have any questions or if any details listed above are incorrect, please contact us at [Phone Number] or [Email Address] within [Number] business days.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]