

Date: [Insert Date]

To: [Tenant Name/Recipient Name]

From: [Property Management/Sender Name]

Property Address: [Insert Property Address]

Subject: Official Property Owner Contact Information

Dear [Recipient Name],

This letter is to provide you with the formal contact information for the owner of the property located at [Insert Property Address].

Please keep this information for your records should you need to contact the owner regarding legal notices or official property matters:

- **Owner Name:** [Insert Owner Name]
- **Mailing Address:** [Insert Mailing Address]
- **Phone Number:** [Insert Phone Number]
- **Email Address:** [Insert Email Address]

For routine maintenance requests or daily inquiries, please continue to contact [Management Company Name or Primary Contact] at [Insert Phone/Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Role]