

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

[Date]

[Landlord's Name or Property Management Company]  
[Landlord's Address]  
[City, State, Zip Code]

Dear [Landlord's Name],

RE: [Property Address and Unit Number]

[Insert the body of your letter here. State the purpose of your writing clearly and provide any necessary details regarding maintenance, lease renewal, or notice.]

I look forward to hearing from you regarding this matter. Thank you for your time and attention.

Sincerely,

[Your Signature]  
[Your Printed Name]