

2"

March 6, 2009

1 line

Angela Property  
220 Corporation Way  
Somewhereville, VA 22590

1 line

Dear Ms. Property:

1 line

I hope that you are doing well. My name is Lydia Lease, and I am an attorney at Sell Your House, Inc. I am writing in regards to a parcel of land located at 225 Parcel St., Richmond, VA. My client, Mrs. Tabitha Land, is running into some difficulties in selling her property that is apparently still under lease by your organization.

1 line

This parcel of land (100 ft by 300 ft) is located at the back of my client's property. According to the city records, the lease was initiated in September, 2001, and never terminated. After calling your lease office, it appears that you no longer make use of this property. In order for my client to be able to sell her property, the lease must be cleared. This parcel of land is still under your organization's name. I have attached the documents describing the lease and ask that you clear your name from this property as soon as possible.

1 line

My client is wishing to put her property on the market by April, 2009. In order to do so, this parcel of land must be cleared from your organization's hold. I have enclosed the city's documents concerning the ownership of this land as well as termination documents for your use. If you have any additional questions or concerns, please feel free to contact me at (123) 456-7890. I look forward to working with you to resolve this matter.

Justify Left

1 line

Sincerely,

4 lines

Lydia Lease, Attorney, Sell your House, Inc.  
206 N. Sell Dr.  
Richmond, VA 23218

4 lines

Enclosures: 2

1"

1"

(Tab to center) March 6, 2009

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Lydia Lease

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