

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Lease - General Property

Dear :

I have enclosed the lease for the property located at {Address}. If you have any questions pertaining to this lease please do not hesitate to contact me.

Sincerely,

N A M E