

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»:

Your phone number is important to us. It helps us to have it in case we need to contact you for maintenance work, paperwork requirements, or emergencies, etc.

Would you take a minute and write it down below and return this paper in the envelope provided no later than five days from the date above.

If your phone will not be installed by that time, please hold this letter until you have the number. If you will not have a phone, just write N/A and return the form.

Phone Number: _____

Thank you,

«rental_agent»