

«today»

Referred to Resident Services Program

«full_name»

«address_line1»

«address_line2»

«address_line3»

«city», «state» «zip»

Dear «full_name»:

Thank you for contacting «mgmt_company» with your request for resident services. We have a wide range of services available that can assist you and your family achieve self-sufficiency or address other issues that you feel are preventing you from achieving your potential.

Sincerely,

«rental_agent»

Leasing Agent