

«today»

Removed From Resident Services Program

«full_name»

«address_line1»

«address_line2»

«address_line3»

«city», «state» «zip»

Dear «full_name»:

This letter is to confirm that you have been removed from the resident services program at «mgmt_company». This removal is due to your request to be removed from the resident services program.

If you are interested in re-enrolling the resident services program, or in being referred to another program please inform our office and we will contact you with the appropriate information.

Sincerely,

«rental_agent»

Leasing Agent