

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Notice of Recent Property Addition**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a recent addition to my property located at [Property Address].

The following improvements have been made as of [Date of Addition]:

- [Description of addition 1]
- [Description of addition 2]
- [Description of addition 3]

Please feel free to reach out to me if you have any questions or require further details regarding these changes.

Thank you for your attention to this matter.

Sincerely,

[Your Name]