

## **SAMPLE NOTIFICATION LETTER**

June 1, 2001

John Doe  
123 Water Way  
Easton, MD 21601

Dear Mr. Doe:

This letter is to inform you that I will be renting the house and premises I own at 345 Water Way on a short-term basis to visitors and vacationers. Should problems arise with any of these rentals, please contact my resident agent, Mr. Joe White at ABC Realty, 223 Main Street, Easton, MD 21601. The phone number is 410-555-1212. Mr. White can be contacted in the following ways:

Fax No.           410-555-3232  
Home No.        410-555-5454  
Cellular No.    410-555-5656  
Home Address     45 Green Street, St. Michaels, MD 21663  
E-mail            [white@goeaston.net](mailto:white@goeaston.net)  
Internet Address [www.ABC.com/white](http://www.ABC.com/white)

If for any reason you cannot reach Mr. White or if he is unable to correct the problem please call me at 220-555-9898 (h), 220-555-7875 (w), or 220-555-4141 (cell). My address is 7878 President Avenue, Washington, DC 09542. I may also be reached by e-mail at [dshort@yahoo.com](mailto:dshort@yahoo.com).

Sincerely,

David Short