

{{client_address}} · {{client_city_state_zip}} · {{client_phone}}

 $\{\{\text{notice_date}\}\}$

```
{ {recipient_address} }
```

RE: {{association_name}} — {{fiscal_year}} budget and assessment for {{property_address}}

Dear {{recipient_name}},

Your assessment for the coming year.

Why the assessment changed.

Reserves.

If you pay by automatic draft.

Sincerely,

$\{\{\text{client name}\}\}$

ENCLOSURE

ADOPTED {{fiscal_year}} BUDGET — {{association_name}}

The association's adopted budget is enclosed with this cover letter.

{{packet_document}} — {{packet_page_count}} pages

This enclosure is supplied per {{group_noun}} and is bound behind this cover at mailing time. Page count varies by {{group_noun}}.