Today’s Date

To: Vendor

Attn: Representative

VendorAddress

CityStateZip

Phone

EmailAddress

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Re: Property

PropertyAddress

CityStateZip

Dear Vendor:

Property, an Essex Community, is hereby providing written notice that we will be terminating the Type services at the above referenced community effective 12:00 a.m. midnight on TerminationDate, with the last day of service being TerminationDate -1.

Please forward the final invoice to the following email address: [EssexVendorInquiries@Essex.com](mailto:EssexVendorInquiries@Essex.com)

Thank you in advance for a smooth transition at this community.

Please feel free to contact me at phone number should you have any questions.

Sincerely,

Name

Title