



PROFESSIONAL PROPERTY MANAGEMENT OF NORTHERN VIRGINIA, INC.

5105-K Backlick Road
Annandale, Virginia 22003

E-Mail ppm@ppmnva.com
www.ppmnva.com

14127 Robert Paris Court
Chantilly, Virginia 20151

TEL 703-642-3010
FAX 703-642-3619 (Red)
FAX 703-256-4720 (Blue)

TEL 703-639-1990
FAX 703-378-1414 (Green)

DATE: _____

TO: _____

RE: _____
Owner

Address

Loan / Account Number

To Whom It May Concern:

This is to inform you that Professional Property Management will be managing the aforementioned property. Effective _____, all payments will be made by Professional Property Management.

Please forward all future correspondence and information pertaining to the property to:

c/o Professional Property Management
5105 K Backlick Road
Annandale, VA 22003
(703) 642-3010

Thank you for your cooperation.

Sincerely,
