[Your Address]

[Date]

Manager Name  
XYZ Management Company  
123 North Street, Suite 100  
City, State 00000

Re: [Period] Owner Distributions from [Property’s] Operating Account

Dear Manager:

I write as [Title] of [Property] LLC, owner of the [apartment name], [apartment address]. Please immediately make the following owner distributions from the property’s operating account.

|  |  |  |
| --- | --- | --- |
| **Unit Holder** | **Distribution Amount** | **Wire/Check Instructions** |
| Investor Jones (A shares) |  | Check to:  Address |
| Investor Smith (A Shares) |  | Check to:  Address |
| Investor Thomas (A Shares) |  | Check to:  Address |
| Sponsor (B shares) | (If applicable) | Wire to:  wire info |

Please reference “[Property Name]” on the wire/check memorandum line. Please confirm when the wires/checks have been sent. Thank you for your assistance.

Sincerely,  
/s/

[Your name]

[Title]  
[Property] LLC