

_____, 200X

Dear _____;

We have enclosed the following for you to review, sign and return in the self-addressed stamped envelope:

1. Harwich Haven Lease Agreement, Original and Copy
2. Short-Term Vacation Exemption Notification, Original and Copy
If you are bringing children under the age of 6, please sign the form in the middle as it is applicable. If you are not bringing children under the age of 6, please sign the form at the bottom as it is not applicable.
3. I have received a check for the first half of the rent (\$2,250) and have reserved your week on the calendar. The rest of the rent and security deposit is to be received by us on or before _____, 200X.

I can help you with any other information you may need. Thank you for renting the Harwich Haven in 200X.

Sincerely,

Kelly and Mike Heffernan