**Zulmac Agencies LTD**

**P.O.Box 208-50100**

**KAKAMEGA**

Date : **${letterdate}**

**${gaddress}**: **${customername}**

P.O.BOX : **${customeraddress}**

Dear Sir/Madam,

**RE:APPOINTMENT AS ESTATE MANAGERS(AGENTS)**

The above matter refers.

Please note that with effect from **${contractday}** day of **${contractmonth} Year ${contractyear}**

**We ZULMAC AGENCIES LTD of P.O.Box 208-50100,Kakamega,** have beenand instructed by the LANDLORD/LANDLADY **${gaddress}** **${landloardname}** to manage and collect rent from L.R **${plotnumber}**

Where you currently reside.

We understand that you pay Kshs **${rentpayableinwords} (${rentpayabledigits}** ) as rent per **${rentperiod}** .Kindly be advised that rent is **PAYABLE** to Zulmac Agencies LTD in advance on or before **${rentduedate}** . An official receipt is to be issued in exchange indicating the **${rentpaidfor}** month paid for.

Kindly note further that no person is authorized to collect rent from you except our personnel(s) who shall be introduced to you officially.

Please stand advised accordingly.

Yours faithfully,

Amos Bodo

**MANAGER-ESTATES**

**CC:The landlord /landlady**