

Sample Letter of Inquiry for Long-Term Accommodation Availability

This document provides a **sample letter of inquiry for long-term accommodation availability**, which serves as a formal request to property owners or rental agencies to confirm the availability, terms, and conditions of long-term housing options. The letter typically includes the prospective tenant's key details, desired move-in dates, duration of stay, and specific accommodation preferences, facilitating clear and professional communication to secure suitable living arrangements.

Sample Letter

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Property Owner/Manager's Name]
[Property/Agency Name]
[Property Address]
[City, State, ZIP Code]

Dear [Property Owner/Manager's Name],

I am writing to inquire about the availability of long-term accommodation at [property address or description], as I am planning to relocate to [city or area] for [reason, e.g., work, study, etc.]. I am interested in securing a lease beginning from [desired move-in date] for a period of [duration of stay, e.g., six months, one year, etc.].

I would appreciate it if you could provide information regarding:

- Current availability of the accommodation for the specified period
- Monthly rental rate and included utilities
- Security deposit and other applicable fees
- Terms and conditions of the lease
- Furnishings and amenities provided
- Procedures for application and viewing

My accommodation preferences are as follows:

- Number of bedrooms: [e.g., 1, 2, etc.]
- Pet-friendly (if applicable)
- Parking availability (if required)
- Other preferences: [detail any additional requirements]

Please let me know if you require any additional information. I look forward to your response and hope to arrange a viewing at your earliest convenience.

Thank you for your time and consideration.

Sincerely,
[Your Name]