

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

[Landlord/Property Manager's Name]
[Rental Agency or Company Name, if applicable]
[Property Address or Reference]
[City, State, ZIP Code]

Dear [Landlord/Property Manager's Name],

I am writing to inquire about the availability of the rental property located at [Property Address or Description]. I am very interested in learning more about this property and would appreciate it if you could provide me with further details regarding its current rental status.

Specifically, I would like to request information on the following:

- The availability of the property and potential move-in date
- The monthly rent and any applicable fees or deposits
- Lease duration options (e.g., 6-month, 12-month leases)
- Key features and amenities of the property
- Utilities and services included in the rent
- Application procedure and required documents
- Pet policy (if applicable)

A brief overview of myself: [Share a few relevant details, such as your employment status, reason for moving, or others who would be residing with you]. I am looking for a comfortable and well-maintained property and am eager to proceed with the application process should the property meet my requirements.

Please let me know if the property is still available and if it would be possible to schedule a viewing at your earliest convenience. I look forward to your response and hope to hear from you soon.

Thank you for your time and assistance.

Sincerely,
[Your Name]