

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

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

Subject: Request for Information on Rental Terms for [Property Address or Description]

Dear [Landlord/Property Manager's Name],

I am writing to express my interest in the rental property located at [property address or brief property description]. In order to make an informed decision regarding a potential lease, I would appreciate it if you could provide detailed information regarding the following aspects of the rental:

- Current rental rate and any additional fees (e.g., utilities, maintenance, parking).
- Lease duration options and possible renewal terms.
- Required security deposit and conditions for its refund.
- Payment terms and accepted methods of payment.
- Responsibility for property maintenance and repairs.
- Rules regarding pets and subletting, if applicable.
- Any other important terms or requirements associated with the tenancy.

Please let me know if there are any application procedures, documents, or references required to proceed with the rental process. I would be grateful if you could respond at your earliest convenience, either by email or phone.

Thank you very much for your attention to this inquiry. I look forward to your prompt response.

Sincerely,  
[Your Name]