

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Prospective Tenant's Name]
[Prospective Tenant's Address]
[City, State, Zip Code]

Dear [Prospective Tenant's Name],

We are pleased to inform you that the apartment/house located at [Property Address] is available for rent. We appreciate your interest and would like to provide you with the following details regarding your potential new home.

****Property Information:****

- Address: [Property Address]
- Type: [Apartment/Condo/House]
- Rent: \$[Monthly Rent Amount]
- Lease Term: [Lease Duration]
- Availability Date: [Date Available]

****Key Features:****

- [Feature 1 (e.g., number of bedrooms, size)]
- [Feature 2 (e.g., amenities, recent renovations)]
- [Feature 3 (e.g., yard, parking availability)]

We would love to arrange a time for you to tour the property and discuss any questions you may have. Please let us know your availability so we can accommodate you.

To move forward with the rental process, we will require the following information:

1. Completed rental application
2. Proof of income (e.g., pay stubs, bank statements)
3. Credit and background check consent

Feel free to reach out to me via email or phone if you require further information or wish to schedule a visit. We look forward to the possibility of you making [Property Address] your new home!

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Company/Organization Name]