

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Property Management Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Property Management Services

I hope this letter finds you well.

I am writing to formally request your property management services for my rental property located at [Property Address]. I am looking for a reliable management team to handle the day-to-day operations, maintenance, tenant relations, and financial oversight of my property. Specifically, I would like to discuss the following services:

- Tenant screening and leasing
- Rent collection
- Property maintenance and repairs
- Financial reporting
- Legal compliance

I believe that your experience and expertise in property management can greatly benefit my investments and enhance tenant satisfaction.

Please let me know a convenient time for us to discuss this further. I am eager to explore how we can work together effectively.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]