

RENTER COVER LETTER TEMPLATE

Apartment: [Street address and unit]

Applicant: [Full name]

Preferred lease start: [Date]

Dear [Landlord, manager, or broker name],

I am applying for [address and unit]. I am [job, studies, or lawful income source]. I have [relevant qualification].

My application packet includes:

- [Identity document]
- [Income documentation]
- [Bank or asset documentation, if requested]
- [Housing reference or rent-payment history]
- [Guarantor or program documents, if applicable]

I can complete the application and sign by [date].

Please tell me if the written criteria require another item.

Sincerely,

[Name]

[Phone]

[Email]

BEFORE SENDING

Replace every bracketed field. Do not include Social Security, full bank-account, or card numbers. Verify the recipient before sending application documents.