

«today»

«full_name»

«address_line1»

«address_line2»

«address_line3»

«city», «state» «zip»

Dear «first_name»:

We consider you to be one of our valuable residents and a real asset to our apartment community. Because of this we are asking you for your help.

We currently have a very small waiting list one bedroom apartment at «**community**» **located in «unit_city», «unit_state»**. As you know, our company offers a clean, safe, and affordable place to live for elderly/disabled households and we are always looking for good tenants such as yourself. Do you know of a friend or relative who might be in need of this type of housing? Do you know someone who is unhappy with his or her current housing condition or who is paying a high amount of rent? If you do, you would be doing them a favor by letting them know about the apartments we have available and have them contact this office. Or if you would rather, please call me and I will be glad to inquire directly with the potential tenant you have in mind. This would be a big help to us and to the potential tenant if you could pass this information on.

If you have any questions or ideas, please do not hesitate to contact the office at «mgmt_company_phone».

Thank you,

«mgmt_company»