

«today»

«full\_name»

«address\_line1»

«address\_line2»

«address\_line3»

«city», «state» «zip»

RE: «communities\_on\_wait» Unit Offer

Dear «full\_name»:

Congratulations, we now have an available unit to offer you at «communities\_on\_wait».

Please contact «mgmt\_company» at «mgmt\_company\_phone» to discuss this unit offer and schedule a time to view the unit that you have been offered.

This is your first unit offer. Under the selection criteria for «communities\_on\_wait», you are permitted two offers for housing before you will be removed from the waiting list. We do not have any other units available at this time, and if you reject this offer, you will receive only one other offer at an unspecified time.

You have until «today\_plus\_7» to respond to this unit offer, if you do not respond by that time, we will assume that you are no longer interested and will offer the unit to the next applicant on the waitlist.

Very Truly Yours,

«rental\_agent»

«mgmt\_company»