

«today»

«rental_agent»
«mgmt_company»
«mgmt_company_address1»
«mgmt_company_city», «mgmt_company_state» «mgmt_company_zip»

Dear «rental_agent»,

I understand that I was on multiple waiting lists when I first applied to «mgmt_company». Now that I am moving into «community» I request that you process my other application(s) as follow(s):

- This is to confirm that I wish to be removed from the following wait list as a result of my move into «community»:

«communities_on_wait»

- This is to confirm that I wish to remain on the following wait list that I originally applied for:

«communities_on_wait»

I also understand that if I do not return this letter with my move in papers, «mgmt_company» will automatically remove my name from the other waiting lists.

Sincerely,

«head_of_household»
«address_line1»
«address_line2»
«address_line3»
«city» «state» «zip»