To

Mr.XXX

ADDRESS

DATE

Subject: Property available on lease inquiry.

Dear Mr. XXX

My name is XXX and I am writing this letter to inquire about the landlord tenancy situation at the apartments you own.

We met in April 201X at the community centre in North Hems, New Jersey. In the conversation you mentioned that you own 3 apartments on Bulls Street and are willing to rent out two of the apartments on lease. I would like to inquire is any of those apartment on the Bulls Street are vacant.

One of my close friends has transferred from Chicago to New Jersey and is looking for a place to stay. The apartments as I remember are both 2 BHKs, which is perfect as per his requirements. If any of the apartments are available for occupancy starting 1st October 201X, please inform me.

Please send me all details including the address, location description, furnishing details and the terms under which the apartment may be rented out. Kindly respond to the earliest,

Thanking you

XXX

ADDRESS