

10 Rental Inquiry Email Sample Letters

Below are ten sample letter templates you can adapt. Each sample letter serves as a rental application cover letter or simple rental inquiry, depending on its focus.

Template 1. Quick Intro & Tour Request

Subject, Rental Inquiry Email Template – [Property Name] at [Property Address]

Hello [Potential Tenant],

I'm [Property Manager Name] from [Property Management Company]. I saw you're interested in [Rental Property] near [Current Address]. I'd love to show you around and discuss next steps. If you'd like to apply, simply reply with your availability, and I'll send over our standard rental application.

Best regards,

[Printed Name]

Template 2. Follow-Up After Application

Subject, Rental Application Cover Letter & Next Steps

Hi [Tenant],

Thanks for submitting your rental application! Your employment history and rental history look great. I'm reviewing the criteria landlords set—credit score, income, and references—and will get back to you soon.

Best regards,

[Property Manager Name]

Template 3. Highlighting Property Features

Subject, Discover Your Ideal Home at [Property Name]

Hello [Potential Tenant],

Looking for a peaceful place? [Property Name] offers 2BR/2BA apartments with high ceilings and ample natural light. Rent is \$1,500/month, and we allow small pets. Let me know if you're interested in a tour.

Best regards,

[Printed Name]

Template 4. Emphasizing Financial Support Options

Subject, Rental Inquiry & Lease Assistance Options

Hi [Tenant Name],

I noticed you inquired about our 3BR unit. If you need co-signers or proof of financial support, I can guide you through our letter template for guarantors. Let me know how I can help.

Best regards,

[Property Manager Name]

Template 5. Short-Term Lease Inquiry

Subject, Short-Term Rental Inquiry – [Property Address]

Dear [Potential Tenant],

Interested in a 3-month lease at our downtown studio? Send over your basic info—current address, employment history, and references—and I'll forward the rental agreement for your review.

Best regards,

[Printed Name]

Template 6. Luxury Apartment Interest

Subject, Inquiry: Luxury 2BR at [Property Name]

Hello [Tenant],

Our luxury apartment offers in-unit laundry, gym access, and valet parking. Rent is \$2,200. I hope you'll consider us for your next move—schedule an appointment or apply with our rental application link.

Best regards,

[Property Manager Name]

Template 7. Student Housing Request

Subject, Rental Inquiry for Peaceful Place Near Campus

Hi [Potential Tenant],

Seeking a quiet apartment near campus? This 1BR is steps from the library. Please reply with your move-in date and a brief rental cover letter outlining your ideal tenant qualities.

Best regards,

[Printed Name]

Template 8. Commercial Space Inquiry

Subject, Commercial Rental Inquiry – [Property Name]

Dear [Prospect],

I'm the point person at [Property Management Company] for our retail space at [Property Address]. If your business meets our criteria landlords require—solid financials and reliable tenant history—let's set up a walkthrough.

Best regards,

[Property Manager Name]

Template 9. Senior Living Inquiry

Subject, Inquiry: 55+ Community at [Property Name]

Hello [Potential Tenant],

Our senior community offers ranch-style living and on-site support. Send over your criteria and any specific needs, and I'll forward you our sample letter for a tailored rental application cover letter.

Best regards,

[Printed Name]

Template 10. Corporate Lease Inquiry

Subject, Corporate Rental Inquiry – [Property Address]

Hi [Prospect],

I work with property management teams that handle corporate leases. If you're looking for furnished units with weekly cleaning, let me know. I'll run a quick credit check once you complete our rental application.

Best regards,

[Property Manager Name]