

A personal introduction letter

for a condo lease application should briefly introduce yourself, express your interest in the specific property, and highlight your qualifications as a reliable tenant. It should be professional, concise, and convey your enthusiasm for the rental.

Here's a sample:

[Your Name]
[Your Phone Number]
[Your Email Address]
[Date]

[Landlord/Property Manager Name (if known), or "To Whom It May Concern"]
[Condo Address or Property Name]
[Landlord/Property Manager Address (if known)]

Dear [Landlord/Property Manager Name or "To Whom It May Concern"],

My name is [Your Name], and I am writing to express my strong interest in renting the condo unit at [Condo Address or Property Name]. I am [briefly state your current situation, e.g., relocating for a new job, downsizing, etc.].

I am particularly drawn to this property because [mention specific reasons, e.g., the location, amenities, proximity to work or schools]. I am impressed by [mention something specific you like about the condo or building].

I am a responsible and respectful individual, and I am committed to being a reliable and considerate tenant. I am employed at [Your Employer] and have been working there for [Number] years. [Optional: Briefly mention your income or financial stability]. I am confident that I can meet all the requirements of the lease and be a positive addition to the community.

Thank you for your time and consideration. I have attached my application and supporting documents for your review. Please feel free to contact me if you have any questions.

Sincerely,
[Your Name]