

# Rental Inquiry Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Landlord's Name]  
[Property Management Company Name]  
[Property Address]  
[City, State, ZIP Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to inquire about the availability of the rental property located at [Property Address]. I am very interested in potentially renting this property and would like to ask a few questions regarding the rental terms and application process.

To provide you with some background information, I am currently employed at [Your Employer's Name] as a [Your Job Title]. I have attached a job verification letter confirming my employment status and income for your reference.

Additionally, I would appreciate if you could provide details about the rent, any additional fees or deposits, and the length of the lease term.

Thank you for considering my inquiry. I look forward to your prompt response.

Sincerely,  
[Your Name]

## Job Verification Letter

Date: [Insert Date]

[Your Employer's Name]  
[Employer's Address]  
[City, State, ZIP Code]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] is employed with [Company Name] as a [Job Title]. [He/She/They] has been with us since [Start Date] and currently earns an annual salary of [Salary Amount].

If you have any questions, please feel free to contact me at [Contact Information].

Sincerely,  
[Employer's Name]  
[Employer's Position]