

Rental Application for After-Hour Building Access

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company/Property Management Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request after-hour access to [Building Name/Address]. As a resident of [Apartment/Unit Number], I would like to have the option to access the building outside of regular hours for [brief explanation of reasons, e.g., work schedule, visiting guests, etc.].

I understand and respect the building's policies regarding after-hour access, and I assure you that I will adhere to all rules and regulations put forth by management. I am willing to complete any necessary forms or agreements that may be required for this request.

Thank you for considering my request. I look forward to your response and hope for a favorable outcome.

Sincerely,

[Your Name]

[Your Apartment/Unit Number]

[Your Contact Information]