

# Rental Application for Extended Building Access

Date: [Insert Date]

[Landlord's Name]

[Building/Property Management Name]

[Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request extended access to the building located at [Property Address] for the duration of [specify time frame].

The reason for this request is [explain the reason, e.g., work commitments, maintenance, etc.]. I believe that having extended access will greatly aid in [explain benefits].

I would appreciate your consideration of this request and am happy to discuss it further at your convenience. Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]