

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Landlord/Property Manager's Name]

[Property Management Company]

[Property Address]

[City, State, ZIP Code]

Subject: Rental Application and Building Entry Scheduling Request

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally submit my rental application for the property located at [Property Address]. I am very interested in applying for this rental unit and would like to arrange a time for a building entry to proceed with the necessary inspections.

Could you please provide your available dates and times for scheduling the entry? I am flexible and willing to accommodate to ensure a smooth process.

Thank you for your consideration. I look forward to your prompt response.

Warm regards,

[Your Name]