Bike Storage Rental Application

Date:
To: [Apartment Management Name]
[Apartment Complex Name]
[Address]
[City, State, Zip Code]
Dear [Apartment Management Name],
I am writing to formally apply for a bike storage rental at [Apartment Complex Name]. As a resident of [Your Apartment Number], I would like to request access to the bike storage facilities provided on the premises.
Details of my request are as follows:
 Name: [Your Full Name] Apartment Number: [Your Apartment Number] Contact Number: [Your Phone Number] Email Address: [Your Email Address] Preferred Rental Period: [Start Date] to [End Date]
Having access to a bike storage facility will greatly benefit me as I rely on my bicycle for daily commuting and recreational activities. I understand the fees associated with the rental and agree to comply with all the terms and conditions set forth by the management.
Thank you for considering my application. I look forward to your prompt response.
Sincerely,
[Your Full Name]
[Your Signature (if sending a hard copy)]