

Tenant Facilities Outline

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to request a comprehensive outline of the facilities available to tenants in [Property Name/Address]. Understanding the amenities and services provided will help us better utilize our living space.

Facilities Overview

- **Common Areas:** [Describe common areas such as lobbies, lounges, etc.]
- **Recreational Amenities:** [List recreational facilities like pools, gyms, etc.]
- **Parking Facilities:** [Detail parking options available to tenants]
- **Maintenance Services:** [Outline what maintenance services are available and how to access them]
- **Security Features:** [Provide information on security measures in place]
- **Utilities Included:** [List which utilities are covered in the rent]

Thank you for your attention to this matter. I appreciate your assistance in providing a detailed overview of the tenant facilities.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]