

Letter of Inquiry for Workplace Proximity Housing

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the workplace proximity housing options available for employees at [Company/Organization Name].

As a [Your Position] at [Your Company/Organization], I am interested in understanding the various housing facilities and assistance programs that support employees in finding suitable accommodations close to our workplace.

Could you please provide me with information regarding:

- The types of housing options available
- Eligibility criteria for employees
- Any ongoing subsidies or incentives
- Application process and timelines

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]