

Discussion regarding New Rental Applicant

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Discussion on New Rental Application for [Applicant's Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the recent rental application submitted by [Applicant's Name] for the property located at [Property Address]. We have received their application on [Application Date] and would like to review it together.

Here are some key points regarding the applicant:

- Name: [Applicant's Name]
- Desired Move-in Date: [Move-in Date]
- Rental History: [Brief Overview]
- Credit Score: [Credit Score]
- Current Employment: [Employment Status]

We should set a time to go over the details and make a decision. Please let me know your availability this week for a meeting.

Thank you for your attention to this matter. Looking forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]