

# Request for Short-Term Rental Authorization

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request authorization for a short-term rental of my property located at [Property Address]. I plan to offer the property for rent from [Start Date] to [End Date]. The intention is to provide a comfortable and welcoming stay for guests while complying with all local regulations.

I assure you that I will adhere to all stipulated guidelines and will ensure that my guests are informed of local rules and expectations. Additionally, I am committed to maintaining the property to the highest standards to contribute positively to our community.

Please let me know if there are any specific documents or fees required for this request. I am looking forward to your positive response and am available for any further discussions.

Thank you for considering my request.

Sincerely,

[Your Name]