

UPDATE WAITING LIST LETTER

Date

To: _____

Property: _____
Address: _____

Telephone: _____

RE: _____

Dear _____:

We are updating our Applicant Waiting List and find we have not had contact with you for some time. If you are still interested in renting an apartment, you should contact us within the next 10 days from the date of this letter, so we can keep your name on the waiting list.

You may call us at: _____

Or write to us at: _____

If we do not hear from you within the next 10 days, we will assume you are no longer interested in renting an apartment. Your name will then be removed from our waiting list and your application withdrawn.

Sincerely,

Rental Manager

Cc: Applicant File