

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request to be Added to Waiting List – Apartment/Condo-Tenant to
Landlord

Dear :

I have decided that a 2-bedroom apartment is lovely, but impractical. I have decided to downsize my living quarters to a 1-bedroom. I understand that there is not currently one available. However, please add me to the waiting list.

Thank you for your assistance in this matter. If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E