

[Date]

[Name of Landlord I'm Applying to]  
[Landlord I'm Applying to Address Line 1]  
[Landlord I'm Applying to Address Line 2]  
[Landlord I'm Applying to Address Line 3]

Dear [Name of Landlord I'm Applying to],

I'm writing to let you know that I'm very interested in the [2 bedroom units] that you have available. I'd like to give you a little more information about my situation than is possible to give on an application, and so I'm enclosing this letter.

[My spouse and I] are applying for apartments because our current second floor unit won't allow us [the mobility] that we need. While we believe we've been model tenants, our current landlord is giving out inaccurate information when asked to give us a reference. [He's] been saying:

- That we have a high level of traffic to our unit. Our visitors are our 2 children and 3 grandchildren, who make sure that we have what we need. They come about 3 times per week.
- That we prop open the exterior door to our building. We find it rather difficult to get to the ground floor, so are rarely the ones going in and out. While we aren't the ones propping the door, the door doesn't latch very easily since our landlord installed weather stripping this past winter, and it's quite easy to accidentally leave it open. Also, there are many units in the building, including a ground floor apartment where young children often go in and out. We believe there are many possible factors to this problem, but that we've done our best to help resolve it.

We have done our best to be good tenants, and believe that we would be excellent tenants in your rental unit. We are cheerful and quiet, and pay our rent on time. Rent receipts are attached for verification. Also, please feel free to contact these personal references to further verify our characters:

- Name: Jane Doe, supervisor at Jane Doe, LLC  
Contact information: (XXX) XXX-XXXX or XXX@XXXX.com  
Time Known: 10 years
- Name: John Smith, friend from church  
Contact information: (XXX) XXX-XXXX or XXX@XXXX.com  
Time Known: 10 years

Thank you for your time and consideration in this matter. We look forward to hearing from you. Please feel free to contact us via phone (XXX-XXX-XXXX) or email (XXX@XXXX.com)

Sincerely,

[My Name(s)]  
[My Address Line 1]  
[My Address Line 2]  
[My Address Line 3]