

[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 my family and I are 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.

I am applying for apartments since our lease is ending at our current residence. During our time at our current unit, I lost my job, and struggled to pay the rent for several months. I was out of work from January 15 – April 3, receiving unemployment (2/3 of my former income) from March 25- April 3. While I prioritized our rent payments over other financial obligations, I still fell behind in rent.

I am fortunate to have found a job that covers all our expenses, but I'm still working through the amount owed to our landlord, and you are likely to see that reflected in my credit history and landlord reference. I have a payment plan with my current landlord that I will continue to stick to even after I move out, where I pay \$75/month until the balance is zero. While our time in this unit has been financially complicated, we have cared for our space very carefully, and believe that we are leaving it in better condition than what we found it in.

While I believe that I will be stable in this job for the foreseeable future, I think that my history shows that I prioritize my obligations as a renter above other obligations, and that you can rest assured that if I ever were to find myself again in a position of financial difficulty, that you would be paid the full balance. Please feel free to verify my employment and character through the following references:

- Name: Jane Doe, supervisor at Jane Doe, LLC
Contact information: (XXX) XXX-XXXX or XXX@XXXX.com
Time Known: 3 months
- 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]