Sender’s Address

Sender’s Email Address

Date

Name of Receiver

Address of the Receiver

Subject: Thank You Letter for Showing the Apartment

Dear ABC (Name of the Landlord)

We met this afternoon at your apartment on the Upper East Side. I am writing this letter to thank you for taking out time to show me the apartment. I liked the place and am willing to rent it. I will be grateful if you could rent the place to me as it is suitable for me looking at its proximity to my office. The place is also spacious and well suited to all my needs.

Please let me know if I need to submit any more documents. Also let me know if I can help you in any way in making the decision soon.

Thank you for considering my rental application. Hoping to hear your decision soon.

Sincerely,

(Signature)

Sender’s Full Name