**[Write Name Here] Date: 00/00/0000**

[Designation]

[Address]

[Contact]

**SUBJECT: INQUIRY ABOUT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Mr. / Mrs. \_\_\_\_\_\_\_\_\_\_\_\_,

A friend of mine, Mr. Alexander Stevens, has recommended your apartment and I would like to inquire about the conditions for rental and the monthly rental fee.  I also hope to inquire about the the apartments available for rental.  Mr. Stevens has been a tenant at one of your apartments and he speaks highly of your place.  He says the utilities are efficient and the apartment and furniture are in good condition.

I am looking for a place to stay for at least four years as I take my graduate studies in your town.  I would be checking out your apartments as soon as I receive a positive reply from you.  Please send your reply via mail or you may contact me at 414-760-6111.

Thank you.  I look forward to your speedy response.

Sincerely,

**[Write Complete Name]**

[Address]