WAITING LIST UPDATE

NOTIFICATION

 Date

Dear :

You have previously indicated an interest in obtaining an apartment at  Apartments. Your application has been retained in our active files.

We are currently in the process of updating our waiting list to ensure that eligible applicants are still interested in our apartment complex. Please indicate your continued interest in remaining on our waiting list by contacting the Manager at or stopping by the office located at  during the office hours of .

Failure to respond to this request within ten (10) days of this letter will result in your name being removed from our waiting list.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager

** EQUAL HOUSING OPPORTUNITY**

 “This institution is an equal opportunity provider and employer”

Revised 07/2014