

Appendix 3: Negotiate Rent

Date

Via Facsimile and Certified Mail

Manager

Apartment Complex

Address

City, State, Zip

Manager's Name:

Subject: Your Address

It was a pleasure to meet with you yesterday. Per our conversation on day, date, please consider this letter as documentation to maintain the rent for (your address) in the amount of \$XXX.XX. If possible, please provide confirmation this amount was agreed upon.

If you have any questions, please do not hesitate to contact me at XXX-XXX-XXXX.

Thank you,

Name

E-mail

Phone