

## Cover Letter Template

Date:

Salutation

Dear Ms. /Mr. or To Whom It May Concern,

Body of Cover Letter

Let the Landlord or Property Managements know which property you are applying for and why they should select you.

**First Paragraph:** Let them know why you are writing. Give them a brief background (ex. that you are a student at HSU, where you work, what kind of place you are looking for, etc.)

**Second Paragraph:** Describe what you have to offer (your good qualities, your income/ financial aid, etc.)

**Final Paragraph:** Thank them for considering you and let them know how to contact you.

Close

Respectfully,

Your typed full name