

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Prospective Tenant Name or "To Whom It May Concern"]
[Prospective Tenant Address]

Subject: Residential Lease Opportunity at [Property Address]

Dear [Recipient Name],

I am writing to formally offer my property located at [Property Address] for lease. As I transition into my retirement years, I am looking for a reliable long-term tenant to occupy this residence starting on [Start Date].

The property features [Number] bedrooms and [Number] bathrooms, along with [mention 1-2 key features like a garden, garage, or recent renovations]. It is situated in a quiet neighborhood close to [mention nearby amenities].

Lease Terms:

- Monthly Rent: \$[Amount]
- Security Deposit: \$[Amount]
- Lease Duration: [e.g., 12 or 24 months]
- Utilities: [Specify if included or tenant's responsibility]

My goal is to maintain this property as a source of steady retirement income while providing a comfortable and well-maintained home for a responsible tenant. I am seeking someone who will treat the house with care and respect.

If you are interested in viewing the property or have any questions regarding the application process, please contact me at [Phone Number] or [Email Address].

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]