

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: City Center Apartment Sales and Leasing Update

Dear Residents and Partners,

We are writing to provide you with an important update regarding the current sales and leasing status of the City Center Apartments. As our community continues to grow, we want to ensure you have the latest information on our availability and upcoming developments.

Leasing Update:

We are currently seeing a high demand for our studio and one-bedroom units. At this time, we are [Percentage]% leased. If you are looking to renew your lease or know someone interested in joining our community, please contact the leasing office as soon as possible to secure current rates.

Sales Update:

The inventory for our luxury penthouse suites and purchase-option units has been updated. We have [Number] units remaining for sale. We are offering exclusive tours for prospective buyers every [Day of the Week] from [Start Time] to [End Time].

Upcoming Enhancements:

To further increase the value of our property, we will be beginning renovations on the [Specific Area, e.g., Lobby or Fitness Center] starting [Date]. We expect these improvements to be completed by [Date].

If you have any questions regarding your current lease, available units for purchase, or the upcoming renovations, please visit the management office or call us at [Phone Number].

Thank you for being a part of the City Center community.

Sincerely,

[Your Name]
[Your Title]
City Center Management Office