Good (Morning/Afternoon) (prospect’s name),

Thank you for your interest in our beautiful apartment homes at (name of community). We are excited to assist you in finding your new home.

I see that you are interested in a (type/size inquired about) apartment. Based on your inquiry, I have an apartment in mind that appears to meet your criteria. It’s located on the 2nd Floor, with a great view of the courtyard. This apartment has an open floor plan with designer touches like granite countertops, ceiling fans, and faux wood flooring and a fireplace. We are located just minutes away from shopping, entertainment, local businesses, and restaurants (add additional location info if available).

I know you will love this home and I am eager for you to move into (insert apartment community name) and should reserve your new home as soon as possible. I have a couple appointments today who are also interested in this particular apartment so please respond back me back as soon as possible to make this apartment your new home or visit our website (insert website address) to reserve your home now.

Name

Position

Apartment Community

Telephone #

Address

Website