

January 1, 2018

Your Name Here  
Your Address Here

Rental Housing Association  
2414 SW Andover St, Ste D207  
Seattle, WA 98106

RE: Letter of Intent

To whom it may concern:

I am a \_\_\_\_\_ (rental property owner/manager) and plan to use the consumer reports in connection with tenant screening applications. I anticipate using this service a maximum of \_\_\_\_\_ times a month as vacancies become available. The information will be accessed \_\_\_\_\_ (locally, regionally, nationally).

Sincerely,

Your Name Here  
Position/Title

SAMPLE