

Reward for Tenant Referrals

Dear Resident,

John and Jane Doe in apt. 3 will be moving to Florida on April 30. Their apartment will be available May 1st. If you know someone who is looking for a new home, please give them my number and ask them to call to set up a time to look at the apartment. Please ask them to mention that you referred them. If you refer someone who moves into the apartment you will receive a referral fee of \$100.00. Thanks for your help.

SAMPLE