*Surname, Name*

*Address*

*E-mail address / telephone number*

*[City where you are], on [date]*

To *[name of the apartment manager or owner]*

I am writing this letter to introduce myself to you and to support my motivation to rent this property.

Being employed as *[your position]* at *[your employer*] in [*place of work*], I am looking for an apartment in order to move to Lausanne to *[conduct research, teach, etc.]* at the University of Lausanne.

I particularly like your apartment because of its modernity, its size and its location. Indeed, this apartment would be the ideal place for me to blossom during my stay in Lausanne, near my activities.

I work at *[employment rate]* and receive a grant of *[amount of grant in CHF]* from *[institution].* Therefore, the solvency of my case is due to my fixed salary of *[salary amount]* CHF net per month. In addition, Mrs/Mr. *[indicate the name of the person and their relationship to you]* is the guarantor of this rental. You can find all her/his documents in my file.

With this letter of presentation, I express my seriousness and my desire to become the next tenant of this apartment.

Hoping that my file will hold your attention, I am at your entire disposal for any further information.

Please accept, Madam, Sir, my best regards.

*[First name Last name]*

*[Signature]*

**Attention: all the documents you mention in the letter must be included in the rental application!**