

# Property Management Request for Tenancy Information

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request information regarding the tenancy of the property located at [Property Address]. As part of our property management responsibilities, we need to gather the following details:

- Tenant's full name
- Lease start and end dates
- Monthly rent amount
- Security deposit information
- Any additional occupants

Please provide the requested information at your earliest convenience, as it is essential for our records and ongoing management of the property.

Thank you for your attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]