

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to request a housing reference for my time as a tenant at [Property Address] from [Start Date] to [End Date]. I am in the process of applying for a new rental property, and a reference from you would greatly assist my application.

If you could provide a brief letter confirming my tenancy and mentioning my punctuality with rent payments and upkeep of the property, it would be immensely helpful. Your support in this matter would be greatly appreciated.

Thank you for considering my request. Please feel free to reach me at [Your Phone Number] or [Your Email Address] if you require any further information.

Warm regards,

[Your Name]