

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

## **Subject: Request for Reference Letter**

Dear [Landlord's Name],

I hope this message finds you well. I am writing to request a reference letter from you as I am currently in the process of applying for a new rental property.

Your support would greatly assist me in providing potential landlords with an insight into my tenancy history and reliability as a tenant. If you could mention my punctuality in rent payments, care for the property, and overall behavior during my tenancy, I would sincerely appreciate it.

If you are willing to help, I would be happy to provide any details you might need to make the letter accurate and comprehensive.

Thank you very much for considering my request. I look forward to hearing from you soon.

Best regards,

[Your Name]