

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Co-worker's Name]

[Co-worker's Address]

[City, State, Zip Code]

Dear [Co-worker's Name],

I hope this message finds you well. I am writing to request a reference for my upcoming tenant application for an apartment. As you know, I am looking to secure a new place and references are a crucial part of the process.

Given our positive working relationship and your understanding of my character and responsibilities, I believe you would provide valuable insight into my reliability as a tenant. The landlord may reach out to you to verify my employment and character references.

If you're comfortable with this, I would greatly appreciate your assistance. Please let me know if you would require any further information or details about the reference process.

Thank you very much for considering my request. I appreciate your help!

Sincerely,

[Your Name]