

Relocation Reference Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to request a reference from you regarding my upcoming relocation to [City/Area] as I seek to rent an apartment.

As a prospective tenant, I understand the importance of providing potential landlords with a reliable reference. I would appreciate it if you could confirm my good standing as a tenant and speak to my history of prompt rent payments and responsible behavior.

If you are willing to assist, please feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you very much for considering my request; your help would greatly facilitate my relocation process.

Best regards,

[Your Name]

[Your Current Address]

[City, State, Zip Code]