

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a relocation reference for insurance purposes as I am in the process of moving to a new residence.

As part of my insurance application, the company requires confirmation of my previous residence details, including the duration of my stay. I would greatly appreciate it if you could provide a letter confirming my tenancy, including the dates of my residence at [Previous Address].

If you need any additional information or specific details to include, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]