

Rental Application: Request for Rent Receipt

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [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 formally request a rent receipt for the payments made during the year [Insert Year] for the rental property located at [Insert Property Address]. This receipt is necessary for my tax purposes.

As a reminder, I have made the following rent payments:

- [Payment Amount] on [Payment Date]
- [Payment Amount] on [Payment Date]
- [Payment Amount] on [Payment Date]
- ...

Please let me know if you require any further information from my side to process this request. I appreciate your assistance and look forward to your prompt response.

Thank you very much.

Sincerely,

[Your Name]