

Rental Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Landlord/Property Manager's Name]

[Property Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request a receipt for the recent rent transaction made on [Insert Payment Date] for the rental property located at [Property Address].

The rent amount of [Insert Amount] was paid via [Insert Payment Method] on the mentioned date, and I would greatly appreciate it if you could provide a receipt for my records.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]