Tenant Reference Request for Employment Verification

Date: [Insert Date]

To: [Employer's Name]

[Employer's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to request your assistance in providing a reference for [Tenant's Full Name], who has applied to rent a property at [Property Address]. As part of the background check process, we would like to verify their employment status and any relevant details regarding their employment.

We would appreciate it if you could confirm the following information:

- Position Title
- Dates of Employment
- Current Employment Status
- Salary (if applicable)

Your timely response will be greatly appreciated as it will help in expediting the rental application process. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Thank you for your cooperation.

Sincerely,

[Your Full Name]

[Your Position]

[Your Company Name]

[Your Contact Information]