

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord/Property Manager's Name]
[Property Management Company Name]
[Company 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 reference for my lease renewal at [Property Address]. As my lease is approaching its expiration date on [Lease Expiration Date], I would greatly appreciate your assistance in providing a reference regarding my tenancy.

I believe my conduct as a tenant has been positive, and your endorsement would greatly aid in the renewal process. If you could comment on my payment history, maintenance of the property, and general conduct during my stay, it would be extremely helpful.

Thank you for your consideration, and please let me know if you need any further information from my side. I look forward to your response.

Sincerely,
[Your Name]