

Reference Check Follow-Up

Date: [Insert Date]

To: [Reference's Name]

[Reference's Address]

[City, State, Zip Code]

Dear [Reference's Name],

I hope this message finds you well. I am writing to follow up on the reference check for [Tenant's Name], who has applied to rent a property managed by us.

We appreciate your assistance in providing information regarding [Tenant's Name]'s rental history, character, and reliability as a tenant. Your insights are invaluable in helping us make an informed decision.

If you could kindly respond at your earliest convenience, it would be greatly appreciated. Should you need any more details, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your time and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]