

Request for Non-Filing Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a non-filing confirmation for my rental agreement with [Landlord's Name], which was executed on [Date of Agreement]. This confirmation is required for my records and to provide assurance to my potential landlord regarding the status of this rental agreement.

Please confirm that the rental agreement has not been filed with your office.

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

Sincerely,

[Your Name]