

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

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to request a rental reference for my upcoming lease application at [Property Address]. As part of the background check process, the property management requires references from previous landlords.

During my time at [Previous Rental Address], I hope you can provide insights regarding my rental history, including my payment history, conduct as a tenant, and any other pertinent information that may assist in this process.

Thank you for your assistance with this matter. Should you need any additional information, please feel free to contact me at [Your Phone Number] or [Your Email].

Best regards,

[Your Name]