

[Your Name]

[Your Address] [City, State, Zip Code] [Email Address] [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 your assistance in providing a rental reference for my upcoming housing application related to my employment at [Your Company Name]. As part of the application process, potential landlords require verification of my rental history.

During my tenancy at [Your Previous Address], I appreciated the positive experience I had living in your property. It would be greatly appreciated if you could provide a reference that details my record as a reliable and responsible tenant.

Some points you might consider mentioning include:

- Timeliness of rent payments
- Condition in which the property was maintained
- Overall behavior as a tenant

If you are willing to assist me, please contact [Potential Landlord's Name] at [Potential Landlord's Phone Number] or [Potential Landlord's Email Address]. Your support would be invaluable to me during this transition.

Thank you for considering my request. Please let me know if you need any additional information.

Sincerely,

[Your Name]