

Dear [Landlord's Name],

I hope this message finds you well. I am writing to request a rental reference for [Tenant's Name], who has applied to rent a property at [Property Address]. As their previous landlord, your confirmation of their tenancy history would be greatly appreciated.

Specifically, I would appreciate your feedback on the following:

- Payment history and punctuality
- Condition of the property during their tenancy
- Communication and behavior as a tenant
- Any other relevant information

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions. Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]