

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to request a rental reference for [Your Name], who has applied to lease a property at [Property Address].

[Your Name] has indicated that they have rented from you at [Previous Rental Address] from [Start Date] to [End Date]. If possible, I would appreciate your feedback on their tenancy, including their rental payment history, conduct as a tenant, and any other pertinent details.

Thank you in advance for your time and assistance. Please feel free to respond via email or phone at your convenience. Your input will be invaluable in helping us make an informed decision regarding their application.

Best regards,

[Your Name]

[Your Position/Title]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]