

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

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

Dear [Roommate's Name],

I hope this message finds you well. I am reaching out to kindly request a reference regarding my past tenancy while we were roommates at [Previous Address].

As I am currently applying for a new rental property, your insights into my character, cleanliness, and overall behavior as a tenant would be invaluable. A brief reference highlighting these aspects would greatly assist my application.

If you are comfortable with this, please feel free to respond to this email or reach me at [Your Phone Number]. Thank you very much for considering my request!

Warm regards,  
[Your Name]