

Tenant Reference Request

Date: [Current Date]

[Property Management's Name]

[Property Management's Address]

[City, State, Zip Code]

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to formally request a tenant reference for [Tenant's Name], who has been a resident at [Property Address] from [Start Date] to [End Date]. As part of our application process for a new rental, we would greatly appreciate your feedback regarding their tenancy.

Specifically, we are interested in the following aspects:

- Payment history and punctuality
- Property maintenance and care
- Communication skills and overall conduct

Your insights would be invaluable to us and help ensure a smooth transition for the prospective tenant. If you could provide this reference by [Due Date], we would be very grateful.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]