

Tenant Reference Inquiry

Date: [Insert Date]

To Whom It May Concern,

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

[Tenant's Name] has listed you as a reference, and I would appreciate any information you could provide regarding their tenancy. Specifically, I am interested in the following:

- Duration of tenancy
- Timeliness of rent payments
- Condition of the property during their stay
- Any issues or disputes that arose
- Overall character and reliability as a tenant

Your feedback will be instrumental in helping me make an informed decision regarding their application.

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

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company/Organization Name, if applicable]

[Your Contact Information]