

Landlord Verification Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a tenancy reference for my previous tenant, [Tenant's Name], who has applied for a rental property with me.

It would be greatly appreciated if you could provide the following information regarding [Tenant's Name]'s tenancy:

- Duration of tenancy
- Monthly rent amount
- Payment history (on-time, late, etc.)
- Condition of the property during and at the end of tenancy
- Any disputes or issues during tenancy

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further details.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]