

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Subject: Request for Rental History Details

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request a detailed record of my rental history for the property located at [Property Address] during my tenancy from [Start Date] to [End Date]. This information is required for [reason for request, e.g., applying for a new rental, verifying rental history, etc.].

In particular, I would appreciate the following details:

- Monthly rent amount
- Payment history
- Lease agreement details
- Any late payments or issues

Please let me know if there are any fees associated with obtaining this information. I appreciate your timely attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]