

Rental History Documentation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Landlord/Property Management Company Name]

[Landlord/Property Management Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally request documentation of my rental history at [Property Address] for the period of [Start Date] to [End Date]. This information is necessary as I am in the process of [reason for request, e.g., applying for a new rental, securing a loan, etc.].

I kindly ask for the following details to be included in the documentation:

- Rental payments (amount and frequency)
- Duration of tenancy
- Condition of the property upon move-out
- Any additional comments or notes regarding my tenancy

Please let me know if there are any forms or fees I need to complete or pay in order to process this request. I appreciate your timely attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]