**Letter Requesting a Referral Letter from a Former Landlord**

**This package contains:**

1. Instructions & Checklist for Writing a Letter Requesting a Referral Letter from a Former Landlord
2. Letter Requesting a Referral Letter from a Former Landlord

**Instructions & Checklist for a Letter Requesting a Referral Letter from a Former Landlord**

* + This package contains: (1) Instructions & Checklist for a Letter Requesting a Referral Letter from a Former Landlord; and (2) Letter Requesting a Referral Letter from a Former Landlord.
	+ This form is designed to assist you in drafting a letter to a former landlord to ask him or her to write a reference for you to the landlord of a new house or apartment you are applying to rent or lease.
	+ Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
	+ Be sure to sign the letter and to make a copy before sending it out.
	+ Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
	+ These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
	+ The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name] [Street Address]

[City, State ZIP Code] [phone number - optional] [email address - optional]

August 27, 2009

[Name of Recipient] [Title]

[Company Name] [Street Address]

[City, State ZIP Code]

Dear [Name of Recipient] :

I hope you and your family are well.

As you may recall, when we last spoke, the day I was vacating the rental unit, I told you I was not sure of my next move. I’m now writing to let you know that I have secured a new job here in [Name of City], and I am looking for a suitable place to live.

There is enormous competition for the desirable rental properties in this town, and I’m writing to ask for your help in this matter: I would greatly appreciate it if you would write a brief letter of referral on my behalf, letting any prospective landlord know that I was a good tenant who paid my rent on time, etc. One additional note: If you would be good enough to provide a phone number where you can be reached during business hours that would be certainly be helpful to any prospective landlord.

Please address the letter “To Whom it May Concern” and send the original, signed copy to me in the enclosed, self-addressed stamped envelope. I will, with your permission, make copies as needed.

Thank you in advance for your kind consideration. Cordially,

[Your Name] Enclosures