

Reference Request Letter

Addressee
Address 1
Address 2
TOWN
POSTCODE

Date

Your Ref

Our Ref

Dear

REFERENCE REQUEST

Name, Date of Birth

The above person wishes to rent a property from me and has given your name as a referee.

I would be grateful if you could complete the following reference and return it to me in the stamped addressed envelope I have enclosed. I have also enclosed a mandate signed by the tenant allowing you to disclose the relevant information.

I would appreciate your swift reply, as I will not be able to offer this tenancy without a suitable reference.

Yours sincerely

Landlord