

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to verify the rental history of [Tenant's Name], who has applied to rent an apartment at [Apartment Address].

[Tenant's Name] has been a tenant at my property located at [Current Tenant's Address] since [Start Date] and is currently paying a monthly rent of [Rent Amount]. Throughout their tenancy, they have consistently paid their rent on time and have maintained the property well.

If you have any further questions or require additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Signature (if sending a hard copy)]