

[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 FVC Letter

Dear [Landlord's Name],

I hope this message finds you well. I am writing to request a Fair Value Certificate (FVC) letter for my tenancy at [Your Rental Property Address]. This document is necessary for [briefly explain the purpose, e.g., applying for financial assistance, tax purposes, etc.].

Please include the following details in the FVC letter:

1. The current rental amount
2. The lease term and expiration date
3. Any additional pertinent information

I appreciate your prompt attention to this request, as I need the FVC letter by [specific deadline if applicable]. Thank you for your cooperation.

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]