

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

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

Subject: Occupation Certificate Request for Rental Agreement

Dear [Landlord's Name],

I hope this letter finds you well. I am writing to formally request a copy of the occupation certificate for the property located at [Property Address], which I intend to use for my rental agreement.

As part of the rental process, my rental agency requires a valid occupation certificate to ensure that the property meets all local safety and occupancy regulations.

Please let me know if you need any further information or documentation from my side to expedite this request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you very much.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]