

California Tenants – Use this letter if you need a copy of your lease.

Instructions:

1. [Click here to open a Microsoft Word version of this sample letter](#)
2. The Microsoft Word version will have the same blank spaces as this version but will not have the comments in the margin. Fill out the blanks in the Microsoft Word-version using the comments on the margins of this version as a guide.
3. Use this sample letter if you need a copy of your lease.
4. Please note that you should **tailor this letter to the facts in your case**. This template is **not a substitute for legal advice**. If you need help finding a tenant attorney, please see the [Tenants Together Directory](#).
5. Once you have filled out the letter with your information and sent the letter to your landlord, keep a copy for your records.

Sent via Certified Mail- Return Receipt Requested

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Commented [LP1]: Date

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Commented [LP2]: Full name of landlord and/or property manager

Commented [LP3]: Address of landlord and/or property manager

Dear (),

Commented [LP4]: Full name of landlord and/or property manager

I () am a tenant at ().

Commented [LP5]: Tenant's name(s)

Commented [LP6]: Address, City, State, ZIP

I am writing to request a copy of the lease for my tenancy. Under California law, I am entitled to receive a copy of the lease within 15 days of this request. (California Civil Code § 1962(a)(4).)

Sincerely,

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Commented [LP7]: Your signature

Commented [LP8]: Your full name