

[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 provide a reference for [Tenant's Name], who has applied to rent your apartment at [Address of Apartment]. I have had the pleasure of knowing [Tenant's Name] for [duration of time] as [his/her/their] [relationship, e.g., friend, coworker, previous landlord].

During this time, I have found [Tenant's Name] to be [describe positive qualities, e.g., responsible, respectful, and reliable]. [He/She/They] consistently pays bills on time and takes great care of [his/her/their] living space.

Moreover, [he/she/they] is a considerate neighbor and has demonstrated a commitment to maintaining a pleasant living environment. I wholeheartedly recommend [Tenant's Name] as a tenant for your apartment.

If you need further information, please feel free to contact me at [your phone number] or [your email address].

Best regards,  
[Your Name]