

[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 been a tenant at my property located at [Property Address] from [Start Date] to [End Date].

During this time, [Tenant's Name] has consistently demonstrated [positive traits: e.g., responsibility, reliability, cleanliness]. They have always paid rent on time and maintained open communication regarding any issues that arose.

[Tenant's Name] has also been respectful towards neighbors and has taken great care of the property, ensuring it remains in excellent condition. I highly recommend [Tenant's Name] as a tenant. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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