

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Landlord's Name]
[Property Management Company/Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to provide a character reference for [Applicant's Name] as they apply for housing at [Property Address]. I have known [Applicant's Name] for [duration] in my capacity as [your relationship, e.g., a friend, colleague, neighbor, etc.].

Throughout this time, I have found them to be [describe positive traits: responsible, reliable, respectful, etc.]. [Applicant's Name] consistently demonstrates [examples of behavior or actions that exemplify their character].

I am confident that [Applicant's Name] will be a responsible tenant. They have always [mention relevant experiences, such as maintaining their residence, respecting neighbors, etc.]. I have no doubt they will treat your property with the same respect and care.

Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require further information.

Thank you for considering this reference.

Sincerely,
[Your Name]