

[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 hope this letter finds you well. I am writing to provide a reference for [Tenant's Name], who has been a tenant in my property located at [Property Address] from [Start Date] to [End Date].

During their tenancy, [Tenant's Name] has proven to be a responsible and respectful tenant. Their rent payments were always made on time, and they maintained the property in excellent condition. Additionally, they were courteous with neighbors and have shown great respect for community rules.

I believe [Tenant's Name] will be an asset to any property they choose to rent in the future. If you have any further questions, please do not hesitate to contact me.

Sincerely,  
[Your Name]