

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing this letter to provide a rental reference for [Tenant's Name], who lived at [Rental Property Address] from [Start Date] to [End Date].

During their time as a tenant, [Tenant's Name] consistently demonstrated responsibility and respect towards the property and neighbors. They were timely with rent payments and took good care of the apartment, ensuring it was well-maintained throughout their stay.

I found [Tenant's Name] to be courteous and communicative, promptly addressing any concerns that arose and keeping an open line of communication.

I would not hesitate to recommend [Tenant's Name] as a tenant for any future housing opportunities. Should you require any further information, please feel free to contact me.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]