

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a reference for [Tenant's Name], who has been leasing a property from [Landlord's Name/Property Management Company] at [Property Address] since [Lease Start Date].

During their tenancy, [Tenant's Name] has consistently demonstrated responsibility and respect for the property. They have made timely rent payments and maintained clear communication regarding any maintenance issues. Their cooperation has made them an exemplary tenant, contributing positively to the community.

In conclusion, I highly recommend [Tenant's Name] for any future rental opportunities. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]
[Your Position]