

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Landlord/Property Manager's Name]
[Property Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a personal reference for [Tenant's Name], who is applying to rent your property at [Property Address]. I have known [Tenant's Name] for [duration] and can confidently speak to their character and reliability as a tenant.

During the time I have known [Tenant's Name], they have exhibited qualities that make them an excellent candidate for your rental property. [He/She/They] is responsible, respectful, and trustworthy. [Tenant's Name] always pays their bills on time and takes great care of the spaces they inhabit.

I have witnessed [his/her/their] commitment to maintaining a clean and organized living environment, as well as [his/her/their] ability to foster positive relationships with neighbors. [He/She/They] has a strong sense of community and consistently engages in respectful communication with others.

I believe that [Tenant's Name] would be a reliable and conscientious tenant. If you have any further questions, please feel free to contact me at [Your Phone Number] or [Your Email].

Thank you for considering my reference.

Sincerely,

[Your Name]
[Your Relationship to Tenant]