

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

[Landlord/Property Manager Name]
[Property Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Reference for Rental Application â€” [Applicant's Name]

Dear [Landlord/Property Manager Name],

I am writing to recommend **[Applicant's Name]** as a prospective tenant for your property located at [Property Address, if known]. I have known [Applicant's Name] for [duration of relationship], during which time they have demonstrated exceptional responsibility, reliability, and integrity.

I served as [Applicant's Name]'s [relation-landlord, employer, etc.] from [start date] to [end date], and had ample opportunity to observe their character and habits. During this period, [he/she/they] maintained timely and full payment of all required rents and fees, displayed respect for property rules, and took great care of the premises. Furthermore, [Applicant's Name] maintained positive relationships with neighbors and promptly addressed any issues that arose.

Based on these experiences, I am confident in [Applicant's Name]'s ability to fulfill tenancy obligations and to be a respectful, cooperative addition to your community. I am happy to provide further information if required.

Thank you for considering [Applicant's Name] for tenancy.

Sincerely,

[Your Name]
[Your Position/Relationship to Applicant]
[Your Contact Information]