

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

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

Dear [Landlord/Property Manager Name],

I am writing to provide a personal reference and recommendation for [Applicant's Name] in support of their rental application for [address or property name, if known]. I have known [Applicant's Name] for [duration of relationship] as their [relationship: e.g., previous landlord, employer, or personal acquaintance].

During the time I have known [Applicant's Name], they have consistently demonstrated reliability, responsibility, and respect for others. Notably, [he/she/they] have always been prompt with payments, communicated clearly, and taken excellent care of the property they occupied. Further, [he/she/they] treated neighbors and community members with respect, helping to maintain a positive living environment.

[Include a personal anecdote or specific example, such as: For instance, when a maintenance issue arose, [Applicant's Name] informed me immediately and handled the situation responsibly. [He/She/They] also volunteered to help clean up shared areas, further demonstrating their considerate nature.]

Based on my experience, I am confident that [Applicant's Name] will be a dependable and respectful tenant. I highly recommend [him/her/them] for your rental property and am happy to answer any additional questions you may have.

Sincerely,  
[Your Name]