

## Reference Letter for Tenant Application

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Dear [Landlord's Name],

I am writing to highly recommend [Applicant's Name] as a prospective tenant for your rental property. I have had the pleasure of working with [him/her/them] at [Company Name] for the past [X years/months], where we are both employed as [job titles or departments]. During this time, I have found [Applicant's Name] to be extremely dependable, responsible, and considerate.

[Applicant's Name] has always been punctual and reliable, both in [his/her/their] professional role and in personal matters that I have observed. For example, [he/she/they] has never missed a deadline at work and consistently communicates clearly and timely in all situations. I have every reason to believe that these traits carry over into [his/her/their] obligations as a tenant, including timely rent payments and proper care of property.

Additionally, [Applicant's Name] interacts respectfully and cooperatively with colleagues and demonstrates excellent communication skills. [He/She/They] is also trustworthy and conscientious-qualities I am confident will make [him/her/them] a reliable and responsible tenant. I believe [Applicant's Name] would be a great addition to your rental community and would uphold the terms of any lease agreement with integrity.

Please feel free to contact me at [your phone number] or [your email address] if you would like any additional information or clarification regarding [Applicant's Name].

Sincerely,

[Your Name]

[Your Position/Job Title]

[Company Name]

[Your Contact Information]