

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

[Landlord's or Housing Authority's Name]  
[Property Address or Housing Office]  
[City, State, ZIP Code]

Dear [Landlord's/Housing Authority's Name],

I am writing to provide a personal recommendation and character reference for [Applicant's Full Name] in support of their housing application for [property/address or housing opportunity]. Having known [Applicant's Name] for [length of time] as a [relationship, e.g., friend, colleague, neighbor], I can confidently speak to their outstanding character, reliability, and sense of responsibility.

Throughout the time I have known [Applicant's Name], they have consistently demonstrated qualities such as honesty, integrity, and respect for others. They are conscientious in meeting commitments and show a genuine concern for the well-being of those around them. [Applicant's Name] is always courteous, dependable, and considerate. I have observed firsthand their ability to maintain a clean and orderly home, and I am certain that they would be a responsible and respectful tenant.

[Applicant's Name] routinely handles their personal and financial responsibilities with great care and is known for their open communication and problem-solving skills. Should any issues arise, I am confident that [Applicant's Name] would address them promptly and effectively.

I wholeheartedly recommend [Applicant's Name] as a tenant and believe they would be an asset to your property. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for considering this recommendation.

Sincerely,  
[Your Name]