

Formal Letter Template

Subject: Reference for [Tenant Name]

Dear [Recipient Name],

I am writing to provide a reference for [Tenant Name], who rented my property at [Property Address] from [Start Date] to [End Date]. During this time, [Tenant Name] was punctual with rent payments, maintained the property in excellent condition, and was respectful towards neighbors and property regulations.

I would have no hesitation in recommending [Tenant Name] for future rental arrangements. They are responsible, trustworthy, and a pleasure to work with.

Sincerely,

[Your Name]

[Contact Information]

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