

[Your Name]

[Street Address, Suburb, State, Post Code] | [Telephone] | [Email]

[Date]

[Name of Landlord] (optional)

[Company Name of Real Estate Agent] (optional)

[Number & street address] (optional)

[Suburb, State, Post Code] (optional)

Re: Rental reference letter for [person applying's name]

Dear [Landlord's name/Property Manager's name/Apartment Manager's name] or To whom it may concern,

I am writing to you with regards to [person applying's name] who is applying to become a potential tenant at your rental property. I am [title/position] where [person applying's name] is currently employed and am [his/her/their] employer.

[Person applying's name] has been employed with [Company name] for the past [write how many years/months] and I have known [him/her/them] for the past [write how many years/months]. I am writing to advise that [person applying's name] is a valuable employee and has a good working relationship with [his/her/their] colleagues.

It is without hesitation that I write this recommendation letter for [person applying's name]. [He/She/they] continuously demonstrates responsibility, accountability, punctuality and performs required tasks on time. [Person applying's name] is trustworthy and honest, and possesses high levels of integrity and emotional intelligence. Additionally, [person applying's name] hasn't been involved in any conflicts, and is friendly and cooperative.

Finally, I believe that the above-mentioned qualities will make [person applying's name] a responsible tenant and a good neighbour.

If you have any questions regarding my recommendation, please don't hesitate to contact me via my phone/email listed above.

Sincerely,

[Your Name]

[Your Signature]