**LETTER TEMPLATE**

**LANDLORD REFERENCE LETTER**

**[Date]**

**[Tenant Name]**

To Whom It May Concern:

**[TENANT NAME]** was my tenant from **[DATE]** to **[DATE]** and rented my property at **[RENTAL UNIT ADDRESS].**

While they lived in my rental, they:

(Include all that apply & feel free to include your own.)

* Consistently paid rent on time
* Took good care of the property
* Responded promptly to any communication I sent
* Were cordial and polite
* Had no issues with neighbors
* Cleaned up after their pet (if applicable)
* Alerted me immediately of any maintenance issues

Overall, **[TENANT NAME]** was a clean and respectful tenant, and I would rent to them again. If you have any further questions, please don’t hesitate to reach out to me using the contact info below.

Sincerely,

**[YOUR NAME]**

**[YOUR BUSINESS NAME]**

**[YOUR EMAIL & PHONE NUMBER]**