**LETTER TEMPLATE**

**LANDLORD REFERENCE LETTER**

**[Today’s Date]**

**[Hiring Manager’s Name]**

**[Company Address]**

**[Company City, State, Zip]**

**[Company’s Telephone No.]**

**[hiring.manager@gmail.com]**

To Whom it May Concern:

Please be informed that [**TENANT(S) NAME(S)]** have been tenants of **[MY APARTMENT/HOUSE IN NEW YORK/ELSEWHERE]** since **[START DATE OF LEASE].** During that time they have been good tenants in that they always kept their apartment neat and clean, were considerate of her neighbors and paid their rent on time. We anticipate full refund of their security deposit.

Please feel free to call me at **[PHONE NUMBER]** or write me at **[EMAIL ADDRESS]** if you'd like additional information regarding their desirability as a tenants in one of your properties.

Sincerely,

**[LANDLORD NAME]**

**[\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**