

Landlord Reference Letter

From: Barbara Black

2346 Pen-rose Circle

Chicago, Illinois 60176

[Date]

To: Andy Reynolds

456 Jefferson Street

Chicago, Illinois 60190

Dear Mr. Reynolds,

This landlord reference letter is to verify the tenancy of **[Name of Tenant(s)]** in **[Property Address]**. Their last monthly rent was **[Amount of Rent]** that was paid on time on **[Date]**.

They have been our tenant since **[Since Date]** and have been responsible and timely in their rent payments, which is due the first day of each month. There have been no complaints from their neighbors and they have kept the unit and its surrounding area clean and tidy.

We have not served **[Name of Tenant(s)]** any notice to evict or any other legal notices. We have been informed in advance that they plan on moving. If given the chance, we will gladly rent out our property to them again.

Please feel free to contact me at **[Phone Number]** and I will be glad to answer any other question you may have.

Sincerely,

Barbara Black

[Signature of Property Manager or Landlord]

[Address of Property Manager or Landlord]