**PERSONAL REFERENCE LETTER FOR APARTMENT**

[DATE]

[NAME OF RECIPIENT]

[STREET ADDRESS OF THE RECIPIENT], [CITY]

[STATE], [ZIP CODE]

**SUBJECT: REFERENCE LETTER FOR APARTMENT**

Dear [NAME OF RECIPIENT],

I am writing this letter in reference to and to verify the tenancy made by [NAME OF REFERRED PERSON] at [RENTAL APARTMENT ADDRESS].

I have known [NAME OF REFERRED PERSON] for quite a long time already considering we have been neighbors in the said apartment. I am pleased to say that he/she is a wonderful neighbor and a very courteous one. In fact, he/she has been one of those model tenants who has consistently kept his/her property as well as his/her nearby surroundings clean and tidy.

To further attest to his/her good character, [NAME OF REFERRED PERSON] has always been good-natured and ready to lend a helping hand to his/her neighbors. Whenever a new tenant signs in to the building, he/she always sends up a welcome gift to put the new tenant at ease. The landlord of his/her previous apartment never had a problem with rent payments as he/she always pays them on time.

Hence, I am pleased to recommend him/her to you and I am confident that he/she will be a responsible tenant.

Sincerely,

[NAME AND SIGNATURE OF SENDER]

[CONTACT DETAILS]