[Sender’s Address]

[Date]

[Recipient’s Name]

[Recipient’s Address]

Dear [Recipient’s Name],

I am writing this letter to confirm that [Name of the Tenant] has been an exemplary tenant since they moved into my rental property at [Address of the Rented Property] since [Date of Tenancy].

Over the last \_ years, he/she has paid the monthly rent on or before its due date. I can also confirm that as a tenant, he/she has never made any unreasonable requests, have been respectful to his/her neighbors and I have never received any complaints about him/her. He/she has also properly maintained the rented property. Furthermore, he/she has proven himself/herself to me model neighbor.

I am pleased to recommend [Name of the Tenant] to you and I am confident that you will find him/her to be a responsible tenant.

If you have any concerns, you are welcome to contact me at [Contact Number] or [Email Address] and I will gladly answer any other questions you may have.

Sincerely,

[Name and Signature]