

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Title/Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for the affordable housing program. I have known [him/her/them] for [duration] and have witnessed [his/her/their] commitment to [describe relevant qualities or contributions, e.g., community involvement, stability, responsibility].

[Applicant's Name] has consistently demonstrated [specific qualities/skills relevant to being a good tenant, e.g., reliable payment history, respect for neighbors, etc.]. I believe that [he/she/they] will be an excellent addition to your community.

Thank you for your consideration of this recommendation. I am confident that [Applicant's Name] will exceed your expectations and contribute positively to your program.

Sincerely,  
[Your Name]  
[Your Title/Position, if applicable]