

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

## **Subject: Personal Reference for [Tenant's Name]**

Dear [Recipient's Name],

I am writing to provide a personal reference for [Tenant's Name], who was my tenant from [Start Date] to [End Date] at [Property Address]. During this time, [Tenant's Name] demonstrated exemplary behavior and responsibility as a tenant.

[He/She/They] consistently paid rent on time and maintained the property in excellent condition. [Tenant's Name] communicated effectively regarding any issues that arose and was always respectful to neighbors and property regulations.

Based on my experience with [Tenant's Name], I believe [he/she/they] would be an asset as a tenant. I highly recommend [him/her/them] for your rental property.

If you have any further questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Former Landlord/Property Manager Title]  
[Company Name, if applicable]