

# Personal Reference Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to provide a personal reference for [Applicant's Name], who has applied for a rental property at [Property Address]. I have had the pleasure of knowing [Applicant's Name] through my role at [Volunteer Organization Name], where we have worked together on several community projects over the past [duration of acquaintance].

Throughout our time together, I have found [Applicant's Name] to be a responsible and dedicated individual. Their commitment to [mention specific volunteer work or projects] demonstrates strong communication skills, dependability, and a positive attitude. [Applicant's Name] has consistently shown respect for others and a willingness to help the community, which speaks to their character.

Additionally, [Applicant's Name] has maintained a reliable and organized approach in all tasks undertaken, and I have no doubt that they would extend these qualities to their responsibilities as a tenant. They have a stable income from [insert employment details if available] and a clear understanding of what it means to be a good neighbor.

I fully support [Applicant's Name]'s rental application and am confident that they will be a responsible tenant. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this reference.

Sincerely,

[Your Name]  
[Your Position at Volunteer Organization]  
[Volunteer Organization Name]  
[Contact Information]