

Professional Reference Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to provide a professional reference for [Applicant's Name], who is applying for a rental property located at [Rental Address]. I have had the pleasure of knowing [Applicant's Name] for [duration] in my capacity as [Your Position] at [Your Company].

During this time, I have found [Applicant's Name] to be [describe qualities, e.g., responsible, trustworthy, courteous]. [He/She/They] consistently meet commitments and demonstrates a high level of integrity.

Based on my experience with [Applicant's Name], I believe that [he/she/they] will be an excellent tenant. [He/She/They] take pride in maintaining their living environment and are respectful of neighbors and property.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[Your Phone Number]
[Your Email Address]