

# Personal Reference Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to provide a personal reference for [Colleague's Name] in support of their application for an apartment rental. I have had the pleasure of working with [his/her/their] at [Company Name] for the past [duration] and can attest to [his/her/their] character and reliability.

[Colleague's Name] is an exceptionally responsible and trustworthy individual. [He/She/They] consistently demonstrates a strong work ethic and maintains a positive attitude in all situations. [He/She/They] is respectful of [his/her/their] surroundings and is considerate of others, making [him/her/them] an ideal tenant.

In addition to [his/her/their] professional responsibilities, [Colleague's Name] is a person of integrity. [He/She/They] is punctual with commitments and communicates effectively, which I believe translates into being a reliable renter.

I highly recommend [Colleague's Name] as a tenant for your apartment. I have no doubt that [he/she/they] will treat your property with the utmost respect and care.

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

Thank you for considering this reference.

Sincerely,

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