

# Personal Reference Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to personally recommend my [relationship, e.g., brother, sister, etc.], [Applicant's Name], for the apartment rental located at [Property Address]. I have known [Applicant's Name] for [duration of time] and can attest to their character and responsibility.

[Applicant's Name] is a responsible and trustworthy individual who has always demonstrated excellent behavior in all aspects of their life. [He/She/They] have a steady job and has always been punctual in paying bills and managing finances.

Additionally, [Applicant's Name] is respectful and considerate of others. I have no doubt that [he/she/they] will maintain a clean and orderly apartment and be a great neighbor to those around them.

Thank you for considering [Applicant's Name] as a potential tenant. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]