TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Landlord Recommendation Letter

Dear **[NAME]**

I’m providing this reference letter on behalf of **[NAME]**, a former tenant of my property at **[ADDRESS]**  from **[START DATE]** to **[END DATE]**.

**[TENANT NAME]** was responsible in their rent payments at first but then fell behind on two months’ payments. I eventually received them, but I had to send late notices on both occasions. I received no complaints from neighbors, and no other lease terms were violated before they moved out.

However, **[TENANT NAME]** did not leave the apartment in good condition. There was food and food-related trash left in each room as well as in the unplugged refrigerator. I also found two large holes in the living room wall.

Because of these issues, I would be hesitant to rent to this tenant again. Please contact me if you have any further questions.

Sincerely,

**[YOUR SIGNATURE]**

**[YOUR PRINTED NAME]**

**[STREET ADDRESS]**

**[CITY, STATE, ZIP CODE]**