TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Continue Working Intent Letter  
  
Dear **[NAME]**

I am writing this letter of recommendation on behalf of **[TENANT’S NAME]**, a former tenant of **[PROPERTY NAME]**. My name is **[LANDLORD’S NAME]** and **[TENANT’S NAME]** was a tenant of mine from **[DATE OF THE LEASE TERMS]**.

**[TENANT’S NAME]** resided at **[APARTMENT ADDRESS]** and paid a monthly rent of **[MONTHLY RENT AMOUNT]**. **[TENANT’S NAME]** was a responsible tenant and always paid rent on time. They complied with all rules and regulations stated in the lease and kept the property clean and in good condition upon move-out. **[TENANT’S NAME]**  was also quick to respond to any questions or concerns and made no complaints or unwarranted demands.

I believe **[TENANT’S NAME]**  would make a good tenant and neighbor and I would happily rent to them again. Please do not hesitate to contact me if you have any questions.

Sincerely,

**[LANDLORD’S NAME]**