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]**

To whom it may concern,

I write in response to a reference request for the above-named person/s that my tenant from **[START DATE OF TENANCY]** to **[END DATE OF TENANCY]**.

I offer my response in good faith, and I believe this to be a true representation of my experiences with this tenancy.

**During the entire period of the tenancy:**

Rent payments were always on time / sometimes late / missed /occasionally in arrears / seriously in arrears (delete where applicable).

The care of the property was excellent / good / characterised by minor problems / poor, extending to serious damage or cleaning issues.

**[ANY ADDITIONAL INFORMATION OR COMMENTS]**

Yours faithfully,

**[LANDLORD’S NAME]**