

Dear {Recipient},

I am writing in regard to Anna's application for the apartment at {address/location of apartment}.

I have known Anna for {length of time}. We met {in school, at a job, through mutual friends}, and she immediately endeared {himself/herself} to me with her charm and kindness. Anna is always going above and beyond for her friends, which is a quality you don't find in people often enough.

Anna is hard-working, dependable, and good with money, and has never been one to overextend herself. she is also extremely conscientious of others' feelings. Anna is the kind of person who keeps to herself, but still shows compassion and friendliness toward other people. That means she is the type of person who might throw a get-together and be sure to invite everyone in the building, but also be sure to shut it down early enough to respect the quiet time for those who are not in attendance.

I can honestly say that you will not find a more reliable person to rent this apartment. Please do not hesitate to contact me with any questions.

Sincerely,