Sample

To whom it may concern,

I, Dante Marino, recommend Ms. Jennifer Aarons as a tenant in the apartment/house for which she is applying. Despite the fact that she is a single mother of two, Ms. Aarons was seldom late on her rent payments. She rented from me a total of 10 years (two separate occasions, two different apartments) between 2004 and 2016. Rent for those two properties was $900 and $1050 respectively.

Ms. Aarons kept the apartment in excellent condition and ensured that her children respected the property as well. Both children, Beth (12) and Shiloh (9), are very mild mannered and polite. All the neighbors seemed to get along with the Aarons family with not a single complaint made against them in all the years they have rented from me.

Please don’t hesitate to contact me if further assurances are required.

Respectfully,

[Signature]  
August 4th, 2017  
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