TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

## **Subject:** Landlord Reference Letter

Dear **[Name]**

To whom it may concern:

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]**