TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Current employer reference letter for a tenant

Dear **[landlord]**,

I, **[reference’s name]** am **[renter’s name]’** direct supervisor at **[company name]** from April 15, 20XX, until present day. **[Renter]** is an exemplary employee, always arriving on time and exceeding expectations on their projects.

They are trustworthy, and they consistently meet deadlines. Their relationships with their co-workers is polite and respectful. I have no hesitation in acting as a reference on their behalf, and I am sure that the attributes that make them a valuable employee will also make them an outstanding renter for your apartment.

Please contact me if you have any further questions.

Sincerely,

**[Signature]**

**[Reference name]**

**[Address]**

**[Phone number]**

**[Email address]**