TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** College Letter of Recommendation

Dear **[Name]**

To whom it may concern,

Please be informed that Bob and Molly Deets have been tenants of my apartment in Brooklyn since June of 20XX.

During that time, they have fulfilled the requirements of their lease by paying rent on time. The apartment was kept clean and in good condition, and the tenants were considerate of their neighbours. I have no complaints nor concerns, and I anticipate the full refund of their security deposit.

Please feel free to contact me at 444-444-4444 or write me at write@me.com if you’d like additional information regarding their desirability as tenants in one of your properties.

Yours sincerely,

**[Signature]**

Grace Landlord