TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Rental Reference Letter

Dear **[Name]**

I’ve been asked to write a rental reference letter on behalf of James Kitts, who rented an apartment from me at **[Apartment number]** Elm Street from June 1, 20XX through June 30, 20XX.

During the 1-year lease, James always paid the rent on time except for once, when he contacted me in advance about a family emergency and made arrangements to pay in full by the 15th of the month plus late fees. He fulfilled that agreement.

James kept the apartment in good condition and always alerted me to any maintenance issues in a timely manner. At the move-out inspection, there were only 2 very minor charges for damages. I have no complaints about him on file from other residents and found him to be a quiet and respectful tenant.

If given the opportunity, I would definitely rent to James again.

Please contact me with any questions about his tenancy at 555-5555.

Sincerely,

**[Signature]**  
Ms. Landlord