TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Tenant reference for **[Tenant’s Name]**

Dear **[Tenant’s Name]**

I am writing to confirm that **[Tenant’s Name]** has rented property at **[address]** from me since **[start date]**.

**[Tenant’s Name]** has been an excellent tenant. Over the past **[number of years]**, they have paid their rent on time each month.

I can confirm that they have been friendly, responsive and accommodating during my visits and have never made unreasonable requests.

They have kept their property clean and tidy inside and out and reported any issues to me in a timely fashion.

I would be happy to rent property to them again in future.

**[Add if appropriate]** Their **[dog/cat]** is well-behaved. It has never caused damage to the property and I have not received any complaints about it from neighbours.

I am pleased to recommend **[Tenant’s Name]** to you, and I am confident that you will find them responsible tenants.

If you have any questions, please feel free to contact me **[phone number/email address]**.

Yours sincerely,

**[Signature]**

**[Your Name]**