TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Tenant Reference Letter

Dear **[Your Name]**

I’m providing this tenant reference on behalf of **[Tenant Name]** at **[Your Rental Property Address]** from **[Lease Start Date]** to **[Lease End Date]**. They had a **[Type of Pet]** living with them named **[Pet Name]** during the lease.

**[Tenant Name]** was a responsible and reliable tenant who was timely in their rent payments. They received no complaints from neighbors, no lease terms were violated, and they left the rental unit in good condition upon move out. We refunded their security deposit in full.

I am pleased to give my recommendation for **[Tenant Name]** as a tenant and would gladly rent to them again. Please contact me if you have any follow-up questions.

Sincerely,

**[Signature]**

**[Your Name]**