Rental reference letter template from a landlord or property manager

*[Your name]*  
*[Your phone number]*  
*[Your email address] (optional)*  
*[Your Current Address]*  
*[City, State, Zip Code]*

*[Landlord’s Name Or Apartment Company’s Name] (optional)*  
*[Landlord’s Address]  (optional)*  
*[City, State, Zip Code]  (optional)*

*Re: Rental reference letter for [lessee’s name]*

*Dear [Landlord’s name/Property Manager’s name/Apartment Manager’s name] or To whom it may concern,*

*I am writing to you with regards to [Lessee’s Name] and [his/her] credibility as a potential tenant at your rental property. I am [Lessee’s Name]’s [current/former] [landlord/property manager] and have known [him/her] for the past [Time Frame].*

*I confirm that [Lessee’s name] resided at [Address] from [Date] to [Date]. During this rental period, [Lessee’s Name] has always paid rent on time. Furthermore, [he/she] complied with all rules and regulations outlined in the lease and always kept the property clean and in a good condition. We [refunded/are going to refund] [his/her]security deposit in full.*

*It is without hesitation that I write this recommendation letter for [Lessee’s Name]. [He/She] continuously demonstrates responsibility and accountability. [He/She] is trustworthy and honest tenant, and possesses high levels of integrity and emotional intelligence. Additionally, there were no complaints from [other tenants and/or neighbors].*

*Finally, I believe that the above-mentioned qualities will make [Lessee’s name] a responsible tenant and a good neighbor.*

*If you have any questions regarding my recommendation, please feel free to contact me via [Phone and/or Email].*

*Sincerely,*

*[Your Name]*  
*[Your Signature]*