To,

[Name of Recipient]

[Designation of Recipient]

[Recipient’s Organization Name]

Date:

**Subject: Reference Letter for a Tenant**

Dear Sir/Madam,

I am writing this letter to refer Mr./Mrs. [name of the Tenant] for tenancy at your apartment located at [mention the address or location of the apartment]. Mr./Mrs. [name of the Tenant] has been my tenant from 2014 to 2017 and I must say that he/she was one of the greatest tenant to whom I ever rented my apartment. Unfortunately, he/she had to move to another state because of his/her job and now as he/she returned back after four years, I have no vacant apartment for him/her.

But I remembered that some time ago, you asked me for a reliable and honest person for tenancy. Therefore, I am referring Mr./Mrs. [name of the Tenant] as being your tenant, as I completely know this person and I am sure that you will have no problem or issues with him/her being your tenant.

Feel free to contact me any time for further details or queries.

Sincerely,

[Sender Name]

[Sender Signatures]

[Sender Contact Details]