

Date 日付（月日年）

Dear Sir or Madam,

I am writing to recommend フルネーム as a tenant for your building.

フルネーム and I have known each other for 年 years, and I can confirm that he (she) is a person of great integrity, is extremely reliable and personable.

フルネーム is hard-working and highly committed to his (her) work .

He (She) is always loyal, honest and considerate individual.

In summary, I believe the qualities フルネーム posses would make him (her) a great resident for any community.

Should you have any questions, please feel free to contact me at 電話番号.

Regards,

ご署名

日付

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Date

ローマ字でお名前フルネーム