

日付（月日年）

コンドミニアム名

Re: Personal reference letter

Dear Sir or Madam

I have known フルネーム since 年.

At all times I have found him to be reliable, honest and hard-working.

I believe he will be a good tenant of your building.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

署名                      日付

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ローマ字でお名前フルネーム

電話番号