

Date 日付（月/日/年）

コンドミニアムの名前・住所

Re: Personal reference letter

Dear Sir or Madam

I confirm that I have known Mr お名前フルネーム for about 年数 years.

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

I know that he lives quietly and he is very responsible for rent and apartment.

If you have any question, please call me at any time.

Very truly yours,

Signature ご署名・日付

Name フルネーム・ローマ字で記載

Phone Number お電話番号