

Date 日付(M/D/Y)

Name of condominium コンドミニアム名

Re: Personal reference letter

Dear Sir or Madam,

As requested by お名前フルネーム, I am writing to recommend him as a tenant for your building.

お名前 and I have known each other for a year and I have found him extremely dependable and supportive person who I can always count on.

He has a great personality and is able to get along with anyone he interacts with, and is also very organized and responsible.

I am confident in saying that you will not regret having him as a tenant.

Should you have any questions, please feel free to contact me at

電話番号.

Sincerely,

Signature ご署名 / date 日付

Spell out name お名前ローマ字でフルネーム