

MM/DD/YY

Name of condominium

Re: Personal reference letter

Dear Sir or Madam,

As requested by full name, I am writing to recommend him (her) as a tenant for your building.

Full name and I have known each other for a year and I have found him (her ) extremely dependable and supportive person who I can always count on.

He (She) 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 (her) as a tenant.

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

Telephone number.

Sincerely,

Signature / Date

Print your name