

Date MM/DD/YY

Dear Sir or Madam,

I am writing to recommend full name as a tenant for your building.

Full name and I have known each other for \_\_ years, and I can confirm that he (she) is a person of great integrity, is extremely reliable and personable.

Full name 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 full name posses would make him (her) a great resident for any community.

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

Regards,

Signature

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Date

Print your name