

MM/DD/YY

Name of Condomnium

Re: Personal reference letter

Dear Sir or Madam;

I have known full name since _____.

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

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

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

Very truly yours,

Signature

Date

Print name

Telephone number