[Landlord's Name]

[Landlord's Address]

[Landlord's City, State ZIP Code]

[Landlord's Phone Number]

[Landlord's Email Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to provide a reference for [Tenant's Name], who was a tenant in one of my rental properties located at [Address of Property]. [Tenant's Name] leased the property from [Start Date] to [End Date], during which time they were a generally responsible and reliable tenant.

During their tenancy, [Tenant's Name] was always respectful of the property and neighbors, and they kept the property clean and in good condition. They were cooperative whenever I needed access to the property for maintenance or inspections, and they were easy to communicate with and responsive to any requests or concerns.

However, there were two occasions during their tenancy when [Tenant's Name] was late with their rent payments. In both instances, they notified me in advance and made arrangements to catch up on the late payment within a reasonable timeframe. Although this was not an ideal situation, I appreciated their honesty and willingness to work with me to resolve the issue.

Overall, based on my experience, I would recommend [Tenant's Name] as a tenant with some reservations. While they were generally responsible and reliable, the two late rent payments are worth noting. That being said, I believe they have learned from their mistakes and would continue to be a generally good tenant moving forward.

If you have any further questions or would like to discuss [Tenant's Name] further, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Landlord's Name]