

LIVING WITH HUMANS – REFERENCE LETTER REQUEST

[INSTRUCTIONS – REMOVE THIS WHOLE PARAGRAPH BEFORE SENDING:

-Add the information noted in the [BRACKETS] below.

-Afterward, remove the brackets, the header above, and these instructions.]

TO: [POTENTIAL NEW LANDLORD/PROPERTY MANAGER NAME]
[CURRENT DATE]

RE: Good Tenancy of [YOUR NAME]

[YOUR NAME] lived in the property at [PROPERTY ADDRESS] from [START DATE] to [END DATE].

During this time, he/she behaved responsibly, paid [HIS/HER] rent on time, and paid all bills on time.

In addition, [YOUR NAME] took good care of the property. [HE/SHE] kept the yard clean, notified us when an appliance needed repair, and even [MENTION AN INSTANCE WHERE YOU DID SOMETHING NICE].

We are happy to provide this reference as a result. He/she is a good tenant and will do well in your property.

[PROPERTY MANAGER REPRESENTATIVE'S NAME]

[PROPERTY MANAGER'S PHONE, EMAIL, WEBSITE]