

Reference Letter for Someone Seeking to Rent a House/Apartment

Alice Charles

Block 22C, Sunset Avenue, Washington

4th January 2017

Mr. Tom Clinton

CEO

Ann Apartments

23 St. Sunset Avenues, Washington.

Dear [Recipients Name],

I hope you are doing well and things running smooth. I am John Charles. I am a tenant in your apartment for 4 years. My colleague and nearest friend Doyle is seeking for an apartment. As we both work in the same organization, he needs an apartment near mine. My apartment is very near to our organization. Two days ago, I read the notice of two apartments available for rent. He is very diligent and hardworking. He keeps good cleanliness as we were roommates for 3 years in high school. He is very responsive in paying all bills and utilities and he is a man of words. As you are a kind landlord and you are always concerned with finding cooperative tenants. I find him best suitable for your apartments. I am sure you would not have any complaints. Please feel free to inquire any further information you need.

I hope to hear back soon.

Sincerely,

Alice Charles

Resident, Ann Apartments.