Rental reference letter template from an employer or a supervisor

*[Your Name]  
[Company name]*  
*[Your phone number]*  
*[Your email address] (optional)*  
*[Your Current Address]*  
*[City, State, Zip Code]*

*[Landlord’s Name Or Apartment Company’s Name] (optional)*  
*[Landlord’s Address]  (optional)*  
*[City, State, Zip Code]  (optional)*

*Re: Rental reference letter for [lessee’s name]*

*Dear [Landlord’s name/Property Manager’s name/Apartment Manager’s name] or To whom it may concern,*

*I am writing to you with regards to [Lessee’s Name] and [his/her] credibility as a potential tenant at your rental property. I am [title/position] at [company name] where [lessee’s name] is currently employed, and act as [his/her] supervisor.*

*[Lessee’s name] has been employed with [Company name] for the past [Time Frame] and I have known [him/her] for [Time Frame]. I am writing to confirm that [Lessee’s name] is in good standing with [Company Name], and has a stable job and income. Consequently, [Lessee’s name]’s earning are sufficient to provide for [his/her] needs.*

*It is without hesitation that I write this letter of recommendation for [Lessee’s Name]. [He/She] continuously demonstrates responsibility and accountability, and performs required tasks on time. [He/She] is trustworthy and honest. [Optional: Add an example]. Additionally, [Lessee’s Name] hasn’t been involved in any conflicts and demonstrates a high level of emotional intelligence.*

*Finally, I believe that the above-mentioned qualities will make [Lessee’s name] a good, responsible tenant.*

*If you have any questions regarding my recommendation, please don’t hesitate to contact me via [Phone and/or Email].*

*Sincerely,*

*[Your Name]*  
*[Your Signature]*