[Your Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Future Landlord’s Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Future Landlord Name]:

This tenant reference is given to verify tenancy of [Tenants' Names] at [Rental Property Address]. They were our tenants from [First Day of Lease] to [Last Day of Lease].

Their last monthly rent was in the amount of $[Rental Amount]. They were responsible and timely in their rent payments which were due the first day of each month. There was only one late payment and it was paid within 5 days of default without any reminder from us.

There had been no complaints from their neighbors and they had kept the rental unit and its surrounding area clean and tidy. We refunded their security deposit of $[Deposit Amount] in full within 14 days of their move out.

I am pleased to say that they were respectful and helpful tenants. They have never made any unreasonable demands or complaints during the duration of their stay.

They had a pet dog, who was quiet and well behaved with no complaints from neighbors or us.

We did not serve [Tenants' Names] any eviction notices.

They complied with every aspect of their lease, and they provided us with the required advance notice of leaving. We have been informed that their reason for leaving is the need for a larger rental unit.

If given the chance, I would gladly rent to them again. Please feel free to contact me at [Your Phone Number] or [Your Email Address] and I will be glad to answer any other questions you may have.

Sincerely,

[Your Name]

[Title]