

# REFERENCE LETTER

[Writer Name]

[Writer Title]

[Writer Organization]

[Writer Address]

[Writer Phone] | [Writer Email]

[Date]

[Recipient Name OR "To Whom It May Concern"]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name / "To Whom It May Concern"]:

I am writing to provide a reference for [Subject Full Name]. I have known [Subject] for [duration — e.g., "five years"] in my capacity as [their supervisor / landlord / professor / colleague] at [Organization / Property]. I am pleased to recommend them for [the position / rental / opportunity] under consideration.

During [our working relationship / their tenancy / their studies], [Subject] consistently demonstrated [primary quality]. For example, [specific example illustrating that quality — concrete details, dates where possible, outcomes].

Beyond their [primary quality], [Subject] is [secondary quality]. [Specific example of secondary quality, ideally a different context that shows breadth of strength.]

[Optional third paragraph: third specific quality with example.]

In summary, [Subject] is [overall assessment]. I would [hire / rent to / endorse] [them / her / him] again without hesitation, and I am confident [they / she / he] will [excel in / be an excellent fit for] [target opportunity].

Please feel free to contact me at [phone] or [email] if you would like to discuss [Subject]'s qualifications further.

Sincerely,

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[Writer Signature]

[Writer Printed Name]

[Writer Title]

[Writer Organization]

**RENTAL REFERENCE VERSION — INSERT:**

[Subject] rented [Unit Address] from me from [Start Date] to [End Date]. Monthly rent was \$\_\_\_\_\_. Payment was [always on time / paid on time except for [number] occasions]. The unit was [returned in clean, undamaged condition] at move-out. I [would / would not] rent to [Subject] again.

**EMPLOYMENT REFERENCE VERSION — INSERT:**

[Subject] was employed at [Company] from [Start Date] to [End Date] in the position of [Title]. They reported to me directly. Their primary responsibilities included [responsibilities]. Their performance was [overall assessment]. Reason for leaving: [reason]. I would [highly recommend / recommend] [Subject] for similar positions.

*DISCLAIMER: This template is provided for informational purposes only and does not constitute legal advice. Materially false statements in reference letters may expose the writer to defamation claims.*