

Character Reference Letter for Apartment Rental Word

NAME OF ADDRESSEE]
[JOB TITLE]
[NAME OF COMPANY]
[COMPANY ADDRESS]

[DATE]

Dear [NAME OF ADDRESSEE],

Greetings!

My name is [NAME OF SENDER] and I am writing to you with regard to the apartment rental application of [NAME OF POTENTIAL TENANT].

I have known [NAME OF POTENTIAL TENANT] since [YEAR]. He/she is a responsible and dependable person. He/she has never been one to overextend himself/herself and is conscientious of other people's circumstances. Therefore, you can be sure that he/she will be responsible for paying his/her rent on time. He/she will most likely avoid throwing noisy parties as he/she is more of an introvert who prefers to read books and watch movies.

As a close friend, I can honestly say that [NAME OF POTENTIAL TENANT] is a reliable, responsible, and compassionate individual, who would be a good tenant to your property.

Should you have any more questions regarding the character of [NAME OF POTENTIAL TENANT], please do not hesitate to contact me via email [SENDER EMAIL ADDRESS] or call me on my mobile phone through this number: [MOBILE NUMBER].

Yours truly,
[NAME AND SIGNATURE OF SENDER]