

Sample Letter of Recommendation From Friends and Family

(Name of Individual Providing the Recommendation)
(Their Street Address)
(Their City, State, Zip Code)

(Date)

(Potential Landlord Or Apartment Company's Name)
(Street Address)
(City, State, Zip Code)

Re: Tenant Recommendation Letter for (Your Name)

Dear (Name of landlord or leasing office manager),

I am writing to let you know that (Your Name) has been my friend for the last (number of years). [Alternative statement: (Your Name) is my sister, cousin, daughter, etc.] (He or she) is a person of integrity and character who you can depend on. (He or she) will make an excellent tenant and will pay (his or her) rent on time as agreed upon by the rental lease. [IF REQUIRED, add: I believe in her, and I will co-sign the lease on her behalf.]

If you have any questions regarding (Your Name) reliability as a potential tenant, I am available by (phone or email).

Sincerely,

(Name and Signature)
(Phone Number or Email Address)