Landlord’s Name

Landlord’s Address

Landlord’s phone number

Email

New landlord’s name

Address

Date

Dear [potential landlord’s name]

**[Status/Reference] request for** [**tenant’s name**] - **[address of let property**]

I confirm that I know [tenant’s name], as a tenant in the above property [from date to date].

I also confirm that [name]:

* Was [jointly with others/solely] responsible for rent of [£ a week/month/year];
* Paid rent on time;
* Kept the property clean and free from damage, allowing for reasonable wear and tear;
* Did not, as far as I am aware, cause any nuisance to other tenants or neighbours.

I am therefore able to recommend [tenant’s name] to you as a good tenant.

If you would like to discuss this with me personally, please use the above contact details.

Yours sincerely

[NAME]