Dear **[Recipient's Name]**,

I am pleased to provide a reference for **[Tenant Name]**, who leased **[Unit/Office No.]** at **[Property Address]** for **[Length of Tenancy]**, from **[Start Month, Year]** to **[End Month, Year]**. **[Tenant First Name]** consistently paid rent on time without issues. Over this long period, she/he maintained the property meticulously, promptly reporting any repairs needed. Her/His communication was clear, consistent, and professional. **[Tenant First Name]** followed all lease policies and upheld a positive relationship with management. Given her/his history of responsible tenancy and property care, I recommend **[Tenant First Name]** highly as a tenant.

Sincerely,

[Landlord Name]
[Contact Information]