

Date: \_\_\_\_\_  
Landlord Name: \_\_\_\_\_  
Landlord Address: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**To Whom It May Concern,**

This letter serves as a reference for \_\_\_\_\_, who has resided at  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

**Tenant Information:**

Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Tenancy Period: \_\_\_\_\_

**Tenancy Details:**

Rent Amount: \_\_\_\_\_  
Was rent paid on time? \_\_\_\_\_  
Was property well maintained? \_\_\_\_\_  
Number of occupants: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**Additional Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Declaration:**

I confirm that the above information is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_