

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:**

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**Declaration:**

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_