

[Print on Letterhead] [Print on Letterhead]

<<Addressee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<< Date>>

Dear Sir/Madam,

Application for business tenancy – <>
Request for personal reference

<<name of proposed tenant>> wish to rent <> of premises owned by [me/[us]. [He/She/It] has/[she has]/[they have] indicated that you are a good person to ask for a personal reference.

I should be grateful if you would let me know if you have known <<name of proposed tenant>> and in what capacity. Would you recommend <<name of proposed tenant>> to a landlord as a tenant? What leads you to think <> [they] would be a good tenant?

<<name of proposed tenant>>'s contact details and other relevant information appears below.

Many thanks for your assistance.

Yours faithfully,

On behalf of <<name of landlord>>

CONSENT

I, << >> , of <<proposed tenant's address>> consent to the addressee providing a personal reference on me to:-

<<Landlord's Name>> <<Landlord's Address>>	<>
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This is to enable the person named <> to provide a personal reference for suitability for a business lease. I understand that I can withdraw this consent by email to <<Landlord's email address>> or by telephone to <<Landlord's telephone number>>. I also understand that I cannot be granted a lease unless <> consent is obtained relating to my suitability.

Signed by proposed tenant _____

Date << >>