

[Print on Letterhead - Return Address]

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

<<Date>>

Dear Sir/Madam,

Application to act as guarantor for a <<name of proposed guarantor>>  
Request for personal reference

<<name of proposed guarantor>> writes for <<name of proposed tenant>>, the prospective tenant of premises <<address>> that [I][we] may approach you for a reference. <<name of proposed guarantor>> has[she has][they have] indicated that [I][we] may approach you for a reference.

I should be grateful if you would provide a reference for <<name of proposed guarantor>> and in what capacity. <<name of proposed guarantor>> to a landlord as a guarantor? What <<name of proposed guarantor>> [he][she][they] would be a reliable guarantor?

<<name of proposed guarantor>>'s details regarding this information appears below.

Many thanks for your assistance.

Yours faithfully,

On behalf of <<name of landlord>>

**CONSENT**

I, << >> , of <<proposed guarantor address>> consent to the addressee providing a reference on me to:-

<<Landlord's Name>> <<Landlord's Address>>	
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This is to enable the person named <<name of proposed guarantor>> to provide a reference to <<name of proposed tenant>> as a guarantor of a <<name of proposed tenant>> tenancy. I understand that I can with <<name of proposed guarantor>> by email to <<Landlord's email address>> or by telephone to <<Landlord's telephone number>>. I also understand that I cannot be accepted as a guarantor unless <<name of proposed guarantor>> references are received relating to my suitability.

Signed by proposed guarantor

Date << >>

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