

[Print on Reverse Side - Insert address]

<<Addressee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<< Date>>

Dear Sir/Madam,

Personal reference for <<name of proposed tenant>>

I have received your request dated <<date>> for a personal reference for <<name of proposed tenant>>. I understand that <<name of proposed tenant>> wishes to rent a residential property from you.

I have known <<name of proposed tenant>> for <<length of time>>. <<Name of proposed tenant>> is known to me because <<reasons>>.

I would recommend <<name of proposed tenant>> as a tenant because <<insert reasons>>.

This reference is given without liability. I reserve the right to grant a tenancy to <<name of proposed tenant>> or not in my own judgment in deciding whether the information given above is to be kept confidential.

Yours faithfully,

<<Insert name of personal referee>>

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