[Reference Full Name]

[Reference Street Address]

[City, State, Zip Code]

[Reference Phone Number]

[Reference Email Address]

Dear Sir or Madam,

I am writing this reference for [Name], for the purposes of [leasing an apartment, getting a job, etc.].

I have been [Name]’s neighbor for the last [number] years. In that time I have seen that [Name] is the sort of person who works well with others, follows the rules, and is both friendly and courteous.

[Name] is an ambitious, dedicated go-getter. For as long as I have known [him/her], [he/she] has always [paid rent on time, done repairs, made improvements]. [He/she] is also quick to lend a hand when other people are remodeling, painting, or throwing a barbecue. [His/her] involvement in neighborhood [parties, carnivals, lemonade stands] has drawn the community closer together. [He/she] is never loud or rambunctious, and always happy to loan out tools, books or advice when needed.

I firmly believe that more [apartment complexes, neighborhoods, businesses] would be better off if they had members as hard-working and caring as [Name].

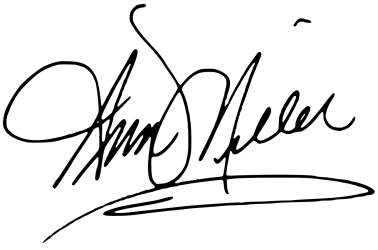
Thank You!

[Sender Name]

[Sender Position]

[Sender Street Address]

[Sender Phone Number]

Signature

<https://www.freetemplatedownloads.net/>