

Month dd, yyyy

Re: Tenant Name

To Whom It May Concern:

“Tenant Name” have been tenants in a rental property located at _____ in _____. They have been great tenants since the day that they moved in (_____). I am sorry to see them go.

They treated the property as if it was their own. **“Tenant Name”** communicated if there was ever a problem or a repair that was needed. As a property owner, I am sure that you appreciate how helpful this is.

Please contact me if you would like any additional information.

Sincerely,

Owner Name

Owner Phone