# Tenant reference letter template

This template is for landlords who need to write a letter of reference for one of their tenants. While you’re not necessarily obligated to write such a letter upon request, most tenants will appreciate it immensely.

For more information about how to write a tenant reference letter, visit <https://www.squareone.ca/resource-centres/template/tenant-reference-letter>.

How to use this template:

1. On the template letter, edit each highlighted section as appropriate for your situation—the existing highlighted text is just an example. You can remove some highlighted sections entirely if they don’t apply to your situation.
2. Once updated, remove the highlight formatting.
3. When you’re ready, delete this first page so only the letter remains.
4. Save the letter as a pdf.
5. Email the letter to the recipient, or print it out to deliver a physical copy.

**John Landlord**

**100 Example St.**

**Toronto, ON V1V 1V1**

**January 1, 2022**

Dear Sir or Madam,

This letter is a tenant reference for Jane Tenant at #101-100 Example Street. Please be advised that Janewas a tenant at this address from January 1, 2021 to December 31, 2021.

Jane was a responsible and reliable tenant who was timely in their rent payments. They received no complaints from neighbors, no lease terms were violated, and they left the rental unit in good condition upon their departure.

I am pleased to give my recommendation for Jane as a tenant and would gladly rent to them again. Please contact me at the number below if you desire any further information.

Sincerely,

**[Signature]**

John Landlord

416-555-5555

john.landlord@email.com