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# Character reference template uk for tenancy

## LANDLORDS REFERENCE LETTER TEMPLATE

<name of referee>  
<address of referee>

Date

Dear <name of tenant>

I am pleased to confirm that <name of tenant> was a reliable and trustworthy tenant at my flat at <flat address> during period <tenancy start date> to <tenancy end date>. Rent payments were made on time and to the correct value. In addition, the flat was kept in good order during this period.

I would have no hesitation in recommending <name of tenant> to any prospective landlord. I would be happy to discuss this further, please contact me at the above address or call <referee telephone number> or email <referee email address> for more information.

Yours sincerely,  
<name of referee>

## Standard Reference Letter

The following may be used as a model on which to base a letter to a referee following a successful interview. In addition, the reference pro forma below may be used.

Dear

Re: (Applicant name)

The above-named is being considered for the post of (post title) and has indicated that you would be willing to provide a reference. I should therefore be most grateful if you would confirm for me:

(applicant name)'s title and service dates at your organisation  
(applicant name)'s employment relationship to you as a referee  
(applicant name)'s sickness/absence record over the last 24 months  
(applicant name)'s reason(s) for leaving your employ (where applicable)

I am attaching a job description and person specification for the post of (post title). I would be grateful if you would comment on the above name's suitability for the post, and provide any other relevant information.

Any information you can give will be treated in the strictest confidence.

May I take this opportunity of thanking you in advance for any help you are able to give, your prompt reply would be much appreciated.

Yours sincerely

Small text block, possibly a footer or contact information, partially obscured.

**1 - Landlord / Agent Details - please return completed form to:**

Landlord / Agent's Name & Address with Post Code

Telephone Number    Mobile Number    Office Number    Fax Number

E-mail Address    Date of issue dd/mm/yyyy

**2. Property Details (The Rental Property)**

Address of Rental Property including Post Code

Description (Type) of Rental Property    Rent Payment Period    Rent Payment Method

Tenancy Initial Term (months)    Proposed Tenancy Start Date dd/mm/yyyy    Tenancy Type (e.g. Assured Shorthold)

Proposed Number of Tenants    Total Rent per calendar month (PCM)    Rent for this Applicant (PCM)

Deposit Amount if Applicable    Administration Fee if Applicable    Who is Responsible for Council Tax, Utilities and other Charges?

More Details if Necessary:

## LANDLORDS REFERENCE LETTER TEMPLATE

<Name of referee>  
<Address of referee>

Date

Dear Lawson & Thompson Ltd,

I am pleased to confirm that <name of tenant> was a reliable and trustworthy tenant at my flat at <flat address> during period <tenancy start date> to <tenancy end date>.

Rental payments were made on time and to the correct value. In addition, the flat was kept in good order during this period.

I would have no hesitation in recommending <name of tenant> to any prospective landlord.

I would be happy to discuss this further, please contact me at the above address or call <enter telephone number> or email <enter email address> for more information.

Yours sincerely,

<name of referee>

How to write a character reference for a friend tenancy. How to write a character reference uk. Character reference template for tenancy.

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