

[Print on Letterhead - Do not print address]

<<Addressee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear Sir/Madam,

Application to act as guarantor for a tenant <<name of proposed guarantor>>  
Request for personal reference

<<Name of proposed guarantor>> is a <<name of proposed guarantor>> for <<name of proposed tenant>>, the prospective tenant of <<name of proposed landlord>>. He has/[she has/they have] indicated that I/we may approach you for a personal reference.

I should be grateful if you would provide a personal reference for <<name of proposed guarantor>> and in what capacity. <<name of proposed guarantor>> is a landlord as a guarantor? What is your opinion of <<name of proposed guarantor>> to act as a guarantor? What is your opinion of <<name of proposed guarantor>> to act as a guarantor?

<<Name of proposed guarantor>>'s details are given below. The following information appears below.

Many thanks for your assistance.

Yours faithfully,

On behalf of <<name of landlord>>

### **CONSENT**

I, << >>, of <<proposed guarantor>> hereby consent to the addressee providing a personal reference on me to:

<<Landlord's Name>>  
<<Landlord's Address>>

This is to enable the person named <<name of proposed guarantor>> to act as a guarantor of a tenant. I understand that I can withdraw this consent by email to <<Landlord's email address>> or by telephone to <<Landlord's telephone number>>. I also understand that I cannot be accepted as a guarantor if no personal references are received relating to my suitability.

Signed by proposed  
guarantor

Date

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