[Print on Current/Pr_____d or insert address]

<<Addressee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<< Date>>

Dear Sir/Madam,

[Current][Previous] landlord referen_____ed tenant>>

I have received your request dated _____ reference for <<name of proposed tenant>>. I understand that <<nam_____wishes to rent a residential property from you.

<<Name of proposed tenant>> ha_____ from <<date>> to <<date>>. The amount of rent payable by <<nam_____ currently is/during this period was £<<insert amount>> per month/wee_____

I confirm that <<name of proposed_____y paid the rent on time [except that <<insert details of any late or misse_____

I confirm that <<name of propose_____tially complied with the covenants contained in the tenancy agreemen_____ails of any breaches>>].

This reference is given without liabi_____r own judgment in deciding whether to grant a tenancy to <<name of pr_____formation given above is to be kept confidential.

Yours faithfully,

<<Insert name of current/previous l___