Example landlord reference letter for tenant

Landlord's Address line 1

Address line 2

Address line 3

Post Code

Date

To whom this may concern

RE: [Your Tenants' Names and Address of Rental Property]

This landlord reference letter is to verify tenancy of [Your Tenants' Names] and their two children in the above named property. Their last monthly rent was £[Rental Amount] that was paid on time on [Date of Payment].   
  
They have been our tenant since [Date of Tenancy] and have been responsible and timely in their rent payments which is due on the [date] of each month.   
  
There have been no complaints from their neighbours and they have kept the property and its surrounding area clean and tidy. We will be refunding their security deposit within 14 days of their move out date.  
  
The rental property is a 2 bedroom apartment and I am pleased to say that they have been respectful, friendly and helpful tenants. They have never made any unreasonable demands or complaints during the duration of their stay.   
  
Their pet dog has been quiet and well behaved with no complaints from neighbours.  
  
We have not served [Your Tenants' Names] any notice to evict or any other legal notices. We have been informed in advance that their reason for their move is their need for a larger property. If they choose to stay, we will gladly rent out our property to them again.  
  
You are welcome to contact me at [Your Phone Number] and I will be happy to answer any other question you may have.  
  
  
Yours sincerely / faithfully

Your name