

«Today\_Date»

«Referee\_Title» «Referee\_First\_Name» «Referee\_Surname»  
«Referee\_Address\_1»  
«Referee\_Address\_2»  
«Referee\_Address\_3»  
«Referee\_Address\_4» «Referee\_Postcode»

**Please deleted all red writing and fill in details as stated.**

Dear «Referee\_Salutation»

**Re: «Tenant\_Title» «Tenant\_First\_Name» «Tenant\_Name»**

The above named person has applied to us to take the tenancy of a residential property at a monthly rental of £«Rent\_Amount» and has given us your name for reference purposes.

We would be grateful if you would kindly answer the following questions and return this letter to us.

1. How long and in what capacity have you known the above person?  
.....
2. Is, to your knowledge, the above named person honest and trustworthy? YES/NO
3. In your opinion, would the above person(s) make a suitable tenant and be able to meet the financial commitment for a property at the monthly rental indicated? YES/NO
4. Any other comments? .....

PLEASE SIGN YOUR NAME HERE .....

Thank you for your co-operation.

Yours sincerely

Rachel Currey  
Administration Manager