

«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\_Title» «Referee\_Surname»

**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 the purpose of reference.

We would be grateful if you would kindly answer the following questions and return this letter to us in the reply paid envelope enclosed.

1. How much is/ was the current monthly rent? £ .....
2. Has the rent always been received in full and on time? .....YES/NO
3. Were there any deductions from the tenant's deposit? .....YES/NO
4. Has the above person kept the property in good condition? .....YES/NO
5. Any other comments .....

.....

PLEASE SIGN YOUR NAME HERE .....

Thank you for your co-operation.

Yours sincerely

Jeanett Brown  
Office Manager