

[date]

[landlord's name]  
[business name]  
[street address]  
[suburb state postcode]

To whom it may concern

Re: [tenant names and address of rental property]

This reference letter is to confirm that [tenant names and their children if relevant] have been tenants in the above property since [date of tenancy]. The rental property is a [2-bedroom apartment].

Their last rent payment was \$[rental amount], which was paid on time on [date of payment]. During the tenancy, they have been responsible and timely in their rent payments, which were due [monthly/fortnightly/weekly].

There have been no complaints from neighbours, and the tenants have kept the property and its surrounding area clean and tidy. [We will refund their rental bond within 14 days of their moving-out date].

I can confirm that the tenants were respectful, friendly and helpful. They made no unreasonable demands or complaints during their tenancy.

[Their pet dog has also been quiet and well behaved with no complaints from neighbours.]

We have not served [tenant names] a Notice to Remedy or any other legal notice during the tenancy. They informed us in advance of the reason for their move. However, if they choose to stay, we will gladly rent out our property to them again.

You are welcome to contact me on [phone number] and I will happily answer any other questions you may have.

Yours sincerely

[signature]  
[landlord's name}