

Business Reference Letter For Landlord

Emily Davis

Human Resources Director

XYZ Corporation

789 Corporate Blvd

Metropolis, ST 54321

emily.davis@xyzcorp.com

(555) 987-6543

July 24, 2024

Mr. Robert Thompson

Property Manager

Greenfield Properties

321 Rental Avenue

Townsville, ST 67890

Dear Mr. Thompson,

I am writing to provide a reference for Sarah Williams, who has been an exemplary employee at XYZ Corporation for the past four years. Sarah is currently seeking a new residence, and I am pleased to offer this letter in support of her rental application.

Sarah holds the position of Marketing Manager at our company, and throughout her tenure, she has demonstrated a high level of professionalism, reliability, and responsibility. Her punctuality and commitment to her job are commendable, and she consistently meets deadlines and exceeds expectations in her role.

From a financial standpoint, Sarah is a dependable individual. Her salary is \$85,000 per year, and she manages her financial obligations with great care. She has been a

reliable tenant in her previous residences, as confirmed by her current and past landlords, and I have no doubt she will continue to be a responsible tenant.

In addition to her professional achievements, Sarah is known for her excellent interpersonal skills. She is courteous, respectful, and maintains positive relationships with colleagues and supervisors. Her friendly demeanor and cooperative attitude make her a pleasure to work with, and these qualities extend to her interactions outside the workplace as well.

I highly recommend Sarah Williams as a tenant. She is a trustworthy and responsible individual who will undoubtedly be an asset to your community. If you have any further questions or require additional information, please do not hesitate to contact me at (555) 987-6543 or emily.davis@xyzcorp.com.

Sincerely,

Emily Davis

Human Resources Director

XYZ Corporation