[Sender’ Name]

[Sender’s Street Address]

Date:

[Recipient’s Name] / [Landlord or Property Owner Name]

[Sender’s Street Address]

**Subject: Endorsement letter for Tenant**

Dear [Name of Landlord/Property Owner/Property Manager],

I am writing to let you know that [Endorsee’s Name] lived at [mention name of previous place of residence] from [Date to date]. He/She was an excellent tenant who was completely dependable and trustworthy. He/She always paid rent on time without any default for the entire length of the lease. Therefore, I would like to endorse him/her as a tenant in your complex.

If you have any questions regarding [Endorsee’s Name] reliability as a potential tenant, I am available by all means. My contact details are mentioned below.

Sincerely,

[Name and Signature of the Sender]

[Phone Number & Email Address of the Sender]