

紹介状（Reference Letter）サンプル

下記は紹介状（Reference Letter）サンプルです。賃貸物件を借りる際に、必要となる書類です。

()の中は、個人によって異なる部分ですので、該当する内容をあてはめて、ご記入ください。

(Date)

To Whom It May Concern,

I have worked with (Name) since (Date) in a business capacity and have known him to be a reliable, honest and overall pleasant individual. I believe that he would make an excellent tenant in your building.

If you have any further questions, please do not hesitate to call. I can be reached at (Telephone #).

Sincerely,

(Signature)

(Name)

(Title)

