

<紹介状の見本>

職場の同僚の方やお知り合いに書いてもらってください。
下記は見本ですので（ ）の中に該当内容をご記入ください。

(Date)

Dear Sir/Madame:

I have known Mr./Ms (Name of Tenant) since (Date) in a business capacity and have known him/her to be a reliable, honest and of a pleasant personality. Therefore, I would like to recommend Mr./Ms (Name of Tenant) as a candidate for tenancy in your leased property. I am confident that Mr./Ms (Name of Tenant) would make an excellent tenant.

If you have any questions, please feel free to contact me at (Telephone#).

Sincerely,

(Signature)

(Name of Signer)

(Title)