Dear Allison,

I know you will be going to college in the city and naturally, you will need an accommodation for board and lodging. The city is a big place and it is your first time to be there so I am writing you this letter.

I am gladly referring you to my former landlord which has accommodated me during my stay in the city. She is a kind man with a good humor and a penchant for people. I am sure that you will like it there very much.

Enclosed is the business card of my former landlord. You can go there anytime during office hours. Should it be an inappropriate time, you can call him through the number provided. He will accept your call anytime.

This letter is just a reference. If you have had an arrangement with someone else, please disregard this.

Thank you.

Sincerely,

May Queen