From

……

Date

To

…….

Dear {Ms./Mrs./Mr. Joe}:

My name is {Landlord’s Full Name} and I am the actual landlord of {House/Apt. number}, located at {Full Address}.

I am writing to you this letter as proof of one of my tenant’s residency: Mr./MS/Mrs. {Your Tenant’s Full Name}. He/She has been living at this residence in {House/Apt. Number – Full Address} since {Starting date) paying a monthly rent of $\_\_\_\_\_ per month.

For any other question, please feel free to contact me by post mail or calling my personal Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_

Kind regards,

{Landlord Signature}

{Your Full Name}