

[Landlord's Name]
[Landlord's Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Proof of Address

Dear [Recipient's Name],

I, [Landlord's Name], am the landlord of the property located at [Tenant's Address]. This letter serves as a formal proof of address for my tenant, [Tenant's Name], who has been residing at this address since [Move-in Date].

Please feel free to contact me at [Phone Number] or [Email Address] for any further verification.

Sincerely,

[Landlord's Signature (if sending a hard copy)]

[Landlord's Printed Name]