

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]
Subject: Residency Proof Letter
Dear [Recipient's Name],
I, [Your Name], am writing to confirm that [Tenant's Name] resides at
[Tenant's Address] in my property located at [Property Address].
[He/She/They] has been a tenant since [Start Date of Tenancy] and is in
good standing.
Should you require any further information, please do not hesitate to
contact me.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position (if applicable)]
[Property Management Company Name (if applicable)]