

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

To Whom It May Concern,

I, [Landlord's Name], am the landlord of the property located at  
[Tenant's Address]. This letter serves to confirm that [Tenant's Name]  
has been residing at this address since [Move-in Date].

For any inquiries regarding this matter, please feel free to contact me  
at [Landlord's Phone Number] or [Landlord's Email Address].

Thank you for your attention to this matter.

Sincerely,

[Landlord's Signature]  
[Landlord's Name]  
[Date]