

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

[Recipient Name]  
[Company/Organization Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to verify the rental history of [Tenant's Name], who has been a tenant at my property located at [Rental Property Address] since [Move-in Date].

During this time, [Tenant's Name] has demonstrated responsible behavior and paid rent consistently and on time. Their monthly rent is [Amount] and is paid by [payment method, e.g., check, online transfer].

If you have any further questions or need additional information, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position] (if applicable)  
[Your Company/Organization Name] (if applicable)  
[Signature (if sending a hard copy)]