

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

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

Subject: Tenant Verification Letter

Dear [Recipient's Name],

I am writing to verify the tenancy of [Tenant's Full Name], who has been a tenant at [Property Address] since [Lease Start Date].

During this period, [he/she/they] has consistently paid rent on time and maintained the property in good condition. [Tenant's Full Name] is a responsible tenant, and I have had no issues with [his/her/their] behavior or conduct.

If you require any additional information or specifics regarding [his/her/their] tenancy, feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Title/Position]  
[Property Management Company Name, if applicable]