

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

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

Subject: Verification of Lease Agreement

Dear [Landlord's Name],

I am writing to formally request verification of my lease agreement for the property located at [Property Address], which commenced on [Start Date] and is set to expire on [End Date].

Please confirm the following details regarding the lease:

1. Lease term
2. Monthly rent amount
3. Security deposit amount
4. Terms of renewal or termination

Your prompt response to this request would be greatly appreciated, as it is necessary for [reason for verification, e.g., applying for a loan, rental application, etc.].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]