

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Address Proof for Tenant

Dear [Recipient's Name],

This letter is to confirm that [Tenant's Name], employed at [Company Name] as a [Job Title], has been residing at the following address:

[Tenant's Current Address]

[City, State, Zip Code]

We verify that [Tenant's Name] has been an employee with us since [Start Date] and is currently in good standing with our organization. Should you have any questions or require further information, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]