

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization]
[Address]
[City, State, Zip Code]

Subject: Accommodation Verification Letter for Visa Application

Dear [Recipient's Name],

I am writing to confirm that [Visitor's Full Name] will be staying at my residence from [Start Date] to [End Date] during their visit to [City/Country].

Details of Accommodation:

- Address: [Your Full Address]
- Type of Accommodation: [e.g., Private Room, Apartment, etc.]
- Contact Number: [Your Phone Number]

I will ensure that [Visitor's Name] has a comfortable stay and access to necessary amenities. Should you require any additional information, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]