

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

[Date]

[Landlord or Property Manager Name]  
[Company Name, if applicable]  
[Address]  
[City, State, Zip Code]

**RE: Verification of Lease Agreement and Tenancy Period**

To [Name of Landlord or Property Manager],

This letter serves to formally identify and confirm the details of the lease agreement regarding the premises listed below:

**Leased Premises Address:**

[Full Street Address, Unit Number, City, State, Zip Code]

**Tenancy Dates:**

Start Date: [Commencement Date]

End Date: [Expiration Date / Current Status]

Please review your records to ensure they align with the information provided above. This documentation is intended to serve as a formal record of the specific property under lease and the agreed-upon duration of the residency.

If there are any discrepancies or if additional documentation is required, please contact me at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]