

# Formal Address Proof Letter Sample from Landlord

A **formal address proof letter sample from landlord** serves as an official document provided by a landlord to verify a tenant's residential address. This letter typically includes the landlord's name, address, contact details, the tenant's name, duration of tenancy, and confirmation that the tenant resides at the specified address. It is often required for official purposes such as opening bank accounts, applying for loans, or other identity and address verification processes. The letter is usually signed and dated by the landlord to authenticate the tenant's residence formally.

---

## Address Proof Letter Template

[Landlord's Name]  
[Landlord's Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]

Date: [DD/MM/YYYY]

To Whom It May Concern,

This is to certify that [Tenant's Name] is residing at [Tenant's Address] as a lawful tenant of my property. [Tenant's Name] has been residing at the aforementioned address since [Start Date] and continues to reside there at present.

To the best of my knowledge, the above-mentioned information is true and correct. This letter is being issued upon the tenant's request for the purpose of address verification.

Should you require any further information, please feel free to contact me at the details provided above.

Sincerely,

\_\_\_\_\_  
[Landlord's Name]

## Sample Filled Address Proof Letter

**John Smith**  
123 Maple Avenue  
Springfield, IL 62704  
Phone: (555) 123-4567  
Email: john.smith@email.com

Date: 10/06/2024

To Whom It May Concern,

This is to certify that **Jane Doe** is residing at **456 Oak Street, Springfield, IL 62704** as a lawful tenant of my property. Jane Doe has been residing at the aforementioned address since **1st March 2023** and continues to reside there at present.

To the best of my knowledge, the above-mentioned information is true and correct. This letter is being issued upon the tenant's request for the purpose of address verification.

Should you require any further information, please feel free to contact me at the details provided above.

Sincerely,

\_\_\_\_\_  
John Smith