

Formal Letter for Address Proof Sample for Rent Agreement

Date: [Insert Date]

To,
[Issuing Authority/Organization Name]
[Office Address]

Subject: **Address Proof for Rent Agreement**

Respected Sir/Madam,

This is to formally declare that Mr./Ms. **[Tenant Name]**, holding ID proof (Aadhaar/PAN/Passport) number **[ID Number]**, is residing at my property as a tenant at the following address:

[Complete Rental Address]
[City], [State] - [PIN Code]

The tenancy began on **[Start Date]** and is valid until **[End Date/Present]**, as per the rent agreement signed between both parties. The above-mentioned address is the current place of residence for Mr./Ms. **[Tenant Name]**.

Should you need any further information or clarification regarding their residency, please feel free to contact me at **[Landlord's Phone Number]** or **[Email Address]**.

Kindly treat this letter as an official address proof for all relevant purposes.

Thank you.

Sincerely,
[Landlord's Name]
[Landlord's Address]
[Contact Number]
[Email Address]