

Rental Verification Letter

[Date]

[Name]

[Title]

[Organization]

[Address]

[City, State Zip Code]

Dear Mr. /Ms. Last Name,

RE: Rental Verification Letter

I am writing to let you know that [Name] is a tenant at one of our apartment units, located in [physical address]. He/she's been with us since July and his tenancy will be coming up on [date] when it expires. At this time, we need him replaced as another family member has taken over the lease for next year during their vacation period from [Month, Year - Month, Year] while they're away on holiday tour.

We're sorry for the inconvenience this may have caused, but we would greatly appreciate it if you could move out by the end of your lease on

Thank you for your understanding and we hope to hear from you soon.

Sincerely,

Your Name

[Designation]