*[Your firm name and logo]*

[Writer full name or company name]
[Writer street address, unit, city, state, ZIP]
[Writer phone] | [Writer email]
[Date]
To: [Receiving office, e.g. school district, employer, bank] or To whom it may concern
Re: Proof of residency for [Resident full legal name]

To whom it may concern,

**Statement of residence**
I confirm that [Resident full legal name], born [date of birth], lives at [street address, unit, city, state, ZIP] and has lived there since [month and year].

**Landlord basis (optional)**
[Resident full legal name] rents this unit under a lease dated [lease start date] that runs until [lease end date]. I am the [owner / property manager] of the property.

**Host basis (optional)**
[Resident full legal name] lives with me in my home as my [relationship: son, daughter, partner, roommate]. [They pay no rent. / They pay $[amount] per month toward household costs.]

**Past residency (optional)**
[Resident full legal name] lived at this address from [start date] to [end date].

**Student and parent (optional)**
[Parent or guardian name] and [Student name], a student in grade [grade], both live at this address with me.

**Mail and duration**
[Resident first name] receives mail at this address. I expect this arrangement to continue [until [date] / for the foreseeable future].

**Attachments**
Attached are a copy of my government photo ID and my [lease / deed / mortgage statement / property tax bill / utility bill] for this address, dated [date].

**Truthfulness**
I state that the information in this letter is true and correct to the best of my knowledge. I understand that a false statement may carry penalties under the law of [State]. You may call me at [Writer phone] to confirm it.

**Notary acknowledgment (optional)**
State of [State], County of [County]. Signed and sworn before me on [date] by [Writer full name], who proved their identity to me. Notary signature: _____ Commission expires: [date]. [Seal]

Sincerely,

_____
[Writer full name]
[Relationship to resident or title: landlord / property manager / homeowner]