|  |  |
| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

Dear **[Insert full name of employer here]**,

I do hereby attest and affirm that the information enclosed in this letter is truthful, current, and accurate to the best of my knowledge. I understand that if the enclosed information is falsified it may result in my residential parking permit privileges being revoked.

**Reason For Notarized Letter:**

**OPTION NEEDED; To show proof of residency, due to a lease not being given by property owner and/or not having utility bills in my name.**

I [Name of landlord or property owner]Do hereby attest that the above signed person is [Full Name]

## A current tenant at and will be a [Address]will be a Resident at this address.

from [Start Date] until [End Date]  
  
Sincerely,

[Signature]

[Full Name]