**Email Template**

**Landlord Confirming Tenancy**

**{Date}**

**{Recipient’s name}**

**{Name of institution/school/company/organization}**

**{Recipient’s address}**

**{City, State, Zip Code}**

**RE: Rent Confirmation Letter for {Tenant’s Name}**

**Dear {recipient’s last name}**

This letter is formal confirmation that {tenant’s name} has lived in my rental property **{house/apartment name}** for **{amount of time}**. **{He/She}** moved in on **{date}** and has a lease that expires on **{date}**.

**{Mr./Ms. Tenant’s last name}** pays a rent of **{amount}** per month. **{He/She}** has always paid on time, and I will be happy to renew the lease when the time comes.

**{Tenant’s name}** is a good tenant, and I can vouch for their responsible and trustworthy nature. If you have further questions, you can reach me at **{contact information}**.

Sincerely,

**{Your name}**

**{Name of property}**