**REFERENCE LETTER OF RENTAL FROM FRIEND**

# **(Letter from relative or friend)**

**(Insert the address of the job Centre)**

**(Insert date)**

**RE: (Insert name of the NIN applicant as it is on the passport)**

I **(Insert relative’s/friend’s name, same as on the utility bill or bank statement)** confirm that **(Insert name of the NIN applicant),** Date of Birth **(Insert applicant’s Date of Birth)**, is my tenant/friend/relative **(delete as appropriate)** and has been known to me for **(Insert number)** year/ years. She/He **(delete as appropriate)** is currently residing with me at **(Insert full address, including postcode, and ensure it matches the address stated on the utility bill or bank statement)** and has been since **(Insert date).**

She/He **(delete as appropriate)** currently pays me a rental amount of £ (Insert amount) per week/ per month **(delete as appropriate).**

OR

He/She **(delete as appropriate)** is currently staying rent-free.

Should you require any further information, please feel free to contact me on one of the following numbers: **(Insert appropriate phone/s – work, home or mobile).**

Yours sincerely

**(Signature)**

**(Insert relative’s/friend’s name, same as on the utility bill or bank statement)**