[Your Name]

Company Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

I John Davis hereby verify that your employee Mr. Mark has been a tenant of my property located in Bay Area [House-No/Lane-No]. I also like to add that he rented this property 3 years ago on March 2nd, 2015.

Initially, the agreement settled between us both confirms the rent to be $700/- per month excluding the utility bills. However, I have increased the rent in past year to $900/-.

Mark appears to be a very settled individual and I have never received any complaint against him. From following the points of rental agreement to paying rent on an accurate due date, everything is fair and square. If you still need further information on this matter or I can be of any help to you, please contact me at the given number or email address.

Sincerely,

Your Name

Title