

**Date:** [Insert Date]

**To:** [Recipient Name/Company Name]

**Subject:** Subject Property Address and Eligibility Verification

Dear [Contact Name],

I am writing to formally request verification of the property address and eligibility status for the following location:

**Subject Property Address:**

[Street Address]

[City, State, Zip Code]

[Parcel Number/APN - Optional]

Please confirm the following information regarding the subject property:

- Verification that the address provided above is accurate and recognized.
- Current zoning classification and usage eligibility.
- Eligibility for [Insert Specific Program, Loan, or Service Name].
- Any outstanding requirements or restrictions linked to this specific property.

Please provide the necessary documentation or confirmation by [Insert Date]. If you require additional information or authorization forms to complete this request, please let me know immediately.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Title/Organization]

[Your Phone Number]

[Your Email Address]