

[Your Name]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name or Organization]
[Recipient Address]
[City, State, Zip Code]

Subject: Verification of Shared Rent and Expenses

To Whom It May Concern,

This letter is to formally verify the shared living and rent arrangements for the property located at:

[Full Address of Rented Property]

I, [Your Name], confirm that I reside at the above address with my roommate, [Roommate's Full Name]. We have occupied this residence together since [Move-in Date].

The total monthly rent for the property is \$[Total Rent Amount]. Per our agreement, the rent is divided as follows:

- **[Roommate's Name]** pays \$[Roommate's Portion] per month.
- **[Your Name]** pays \$[Your Portion] per month.

In addition to rent, we share the following monthly expenses (e.g., electricity, water, internet):

- [Expense Type]: Approximately \$[Amount] total (\$[Roommate's Share] paid by [Roommate's Name]).
- [Expense Type]: Approximately \$[Amount] total (\$[Roommate's Share] paid by [Roommate's Name]).

Payments are made directly to [Landlord Name/Management Company] or to [Name of Person Who Pays the Full Bill].

If you require any further documentation or have questions regarding our shared expenses, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

Roommate Acknowledgment:

I, [Roommate's Full Name], confirm that the information provided above regarding our shared rent and expenses is accurate.

[Roommate's Signature]

[Date]