

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Landlord or Property Manager Name]
[Landlord Address]
[City, State, Zip Code]

RE: Verbal Confirmation Follow-Up - Verification of Rent

Dear [Landlord Name],

This letter is to follow up on our verbal conversation on [Date] regarding the rental history verification for [Applicant Name], who previously resided at [Rental Property Address].

As discussed, you verbally confirmed the following details:

- **Tenancy Period:** [Start Date] to [End Date]
- **Monthly Rent Amount:** \$[Amount]
- **Payment History:** [Number] of late payments (if any)
- **Lease Compliance:** [Confirmed/Not Confirmed]
- **Overall Rating:** [Excellent/Good/Fair/Poor]

We would appreciate it if you could sign and return this document to formally verify these details for our records. You may return this by email to [Email Address] or by mail to the address listed above.

If there are any discrepancies in the information provided above, please let us know immediately.

Thank you for your time and cooperation.

Sincerely,

[Your Name]
[Your Title]

Landlord Acknowledgement:

I confirm that the verbal information provided and documented above is accurate.

Signature: _____ Date: _____