

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

[Recipient Name/Occupant]
[Recipient Address]
[City, State, Zip Code]

Subject: Address Verification Inquiry

To Whom It May Concern,

This letter is part of a formal background screening process for **[Applicant Name]**. The individual listed above has provided the address below as a current or previous place of residence:

Address to be Verified: [Full Address to be Verified]

We kindly request your assistance in confirming the following information regarding this location:

- Does the individual currently reside at this address? [Yes / No]
- If no, what was the duration of their residency? [Start Date] to [End Date]
- Relationship to the individual (e.g., Landlord, Property Manager, Co-tenant): [Response]

This information is being collected for employment or professional screening purposes only. Your cooperation in verifying these details ensures the accuracy of our records.

Please return this confirmation via email to **[Email Address]** or by mail using the provided envelope. If you have any questions, you may contact us at **[Phone Number]**.

Thank you for your time and assistance.

Sincerely,

[Your Name]
[Your Title]
[Company Name]