

Date: [Insert Date]

To: [Investigating Agency Name]

Attention: Background Investigator / Security Office

Subject: Residency Validation for [Applicant Full Name]

To Whom It May Concern,

I am writing this letter to formally validate the residency of **[Applicant Full Name]** for the purpose of their security clearance background investigation.

I can confirm that [Applicant Full Name] resided at the following address:

[Street Address]

[City, State, Zip Code]

The applicant lived at this residence during the period of **[Start Date]** to **[End Date/Present]**.

During this timeframe, my relationship to the applicant was as their [Landlord / Roommate / Neighbor / Property Manager]. To the best of my knowledge, the applicant maintained a continuous physical presence at this location during the dates specified above.

If you require any further information or verbal verification, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Current Address]