

Date: [Insert Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

Subject: Urgent: Confirmation of Continued Occupancy Required

Dear [Tenant Name],

We are currently updating our records regarding the occupancy status of the property located at [Property Address].

To ensure our information is accurate, we request that you contact our office directly by phone to confirm that you are still residing at this address. Please call us at your earliest convenience at the following number:

Phone Number: [Insert Phone Number]

Office Hours: [Insert Office Hours]

Please complete this confirmation no later than [Insert Deadline Date]. If we do not hear from you by this time, we may take further steps to verify the status of the unit.

Thank you for your prompt cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]