

Periodic Lease Verification

Date: [Insert Date]

To: [Tenant's Name]
[Tenant's Address]
[City, State, ZIP Code]

Dear [Tenant's Name],

As part of our ongoing management of rental properties, we conduct periodic lease verifications to ensure that all information on file is current and accurate.

Please review the details of your lease agreement below:

- Property Address: [Property Address]
- Lease Start Date: [Start Date]
- Lease End Date: [End Date]
- Monthly Rent: [Rent Amount]

If any of the above information is incorrect or has changed, please notify us by [deadline for response]. Additionally, if there have been any updates to your personal information (e.g., phone number, email address, employment), we request that you share those changes as well.

Thank you for your cooperation. If you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]