

## **Verification Cover Letter Instruction**

**Purpose:** To get a better response from employers, banks, and other entities where verifications are sent.

**Special Mention:**

- ▶ This form is optional. Remember to include a self-addressed envelope.

**Specific Instructions:**

1. Enter name of the property and unit number.
2. Enter applicant's/resident's name.
3. Enter your fax number.
4. Enter your phone number.
5. Print your name on this line.

