

**[YOUR NAME / COMPANY NAME]**

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

**Subject: Accommodation Confirmation — [EMPLOYEE FULL NAME]**

To Whom It May Concern,

This is to confirm that [EMPLOYEE FULL NAME], [NATIONALITY], passport number [PASSPORT NUMBER], [ID TYPE] number [ID NUMBER], is employed with [COMPANY NAME] as [JOB TITLE] since [JOINING DATE].

As part of the employment terms, the company provides the employee with accommodation located at: [FULL ACCOMMODATION ADDRESS — BUILDING, UNIT, AREA, CITY]. The employee has resided at this address since [DATE] [together with his/her family, if applicable].

This letter is issued at the employee's request for the purpose of [SCHOOL ADMISSION / UTILITY CONNECTION / ADDRESS PROOF / OTHER] and does not create any liability on the company beyond confirming the above facts.

For verification, please contact [HR CONTACT] at [PHONE / EMAIL].

Yours faithfully,

[Authorised Signatory Name]

[Designation], [Company Name]

[Company Stamp]