*<< Print onto care home letterheaded paper >>*

Dear Secretary of State,

Our records confirm that between the dates below, the following person was continuously resident with us at *<< address of care home >>.*

**Full Name :**

**Common Name [if applicable] :**

**Date of Birth :**

**First date of residency :**

**Most recent date of residency :**

**Exceptions (with reasons) :**

Should you wish confirmation of this letter as genuine, please contact the care home in writing.

Yours sincerely,

*<< Signature and name >>*

*<< Today’s date >>*