*<< 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 >>*