[Date]

To Whom It May Concern,

[Name] is my [Relationship]. [Details of relationship, including how long you’ve known each other if applicable. Include whether they will live with you in the home.]

[If they are a party to the real estate transaction, explain the situation and their role.]

[If they appear on a document, explain why they appear there and their status going forward.]

Sincerely,

[*Borrower Name*]

[*Phone*]

[*Email*]