

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]
Subject: Proof of Address

Dear [Recipient's Name],
I am writing to provide proof of my address as requested. My current address is:

[Your Address]

Please find attached [mention any documents attached, e.g., utility bill, bank statement] that confirm my residency at this address.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]