

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Organization/Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide proof of my address as requested. Below are the relevant details confirming my current residence:

Full Name: [Your Full Name]

Current Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Enclosed/Attached, you will find documentation supporting this information, which may include a utility bill, bank statement, or any official correspondence that features my name and address.

If you require any further information or additional documents, please feel free to reach out to me at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]