

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

Dear [Recipient's Name],

I am writing to formally confirm my current address as part of the requirements for [mention the purpose, e.g., application, verification process, etc.].

My current address is:

[Your Address]
[City, State, Zip Code]

Please find attached [mention any supporting documents, if applicable, e.g., utility bill, lease agreement] that further verify my residency at this address.

If you require any additional information or documentation, please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]