

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide proof of my address as requested.

My current residence is:

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

For verification purposes, I have attached [mention any supporting documents, e.g. utility bill, lease agreement].

If you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]