

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

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

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

My current address is:

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

Enclosed with this letter is a copy of [mention any document such as a utility bill, bank statement, lease agreement, etc.] that verifies my address.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]