

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

[Recipient's Name]
[Department/Agency Name]
[Office Address]
[City, State, Zip Code]

Subject: Proof of Address

Dear [Recipient's Name],

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

I, [Your Name], confirm that I reside at the following address:

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

Enclosed/Attached, please find copies of the following documents to verify my address:

1. [Document 1 (e.g., utility bill, lease agreement, government correspondence)]
2. [Document 2 (if applicable)]
3. [Document 3 (if applicable)]

Should you require any additional information or further documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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