

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Address]  
[City, State, ZIP Code]  
Subject: Proof of Address

Dear [Recipient Name],  
I, [Your Name], hereby declare that I reside at the following address:  
[Your Full Address]

This letter serves as a formal proof of my residence and has been  
notarized by [Notary's Name], a certified notary public in [State].  
Enclosed with this letter, you will find a copy of my identification and  
a recent utility bill that supports my claim of residence.  
Signed and notarized on [Date] by:

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[Your Signature]  
[Your Printed Name]  
Notary Public:

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[Notary's Signature]  
[Notary's Printed Name]  
[Commission Number]  
[My Commission Expires:] [Date]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]