

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to confirm my residency at the address stated above. This letter serves as proof of my current address for [specific purpose, e.g., "verification," "application," etc.].

I have been residing at [Your Address] since [Move-in Date]. Attached, you will find [list any attached documents, e.g., "a copy of my utility bill," "lease agreement," etc.] to further validate my residency.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,
[Your Name]