

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

Dear [School Administrator's Name],

I am writing to provide proof of address for my child, [Child's Name], who is enrolled in [Grade/Class] at your school.

As requested, I am including the necessary documentation to confirm our current residence. Please find attached [list any documents you are including, e.g., utility bill, lease agreement, bank statement, etc.]. If you need any further information, please feel free 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]