

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

[Utility Company Name]  
[Utility Company Address]  
[City, State, Zip Code]

Subject: Proof of Address

Dear [Utility Company Name],

I am writing to provide proof of my address as requested. Below are the details pertaining to my residence:

Name: [Your Name]

Address: [Your Address]

Account Number: [Your Utility Account Number] (if applicable)

Attached to this letter are the following documents for verification:

1. [First Supporting Document, e.g., utility bill]
2. [Second Supporting Document, e.g., bank statement]

If 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 Name]