

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to confirm my current address for verification purposes.

My address is as follows:

[Your Address]
[City, State, ZIP Code]

I have included a copy of [utility bill, lease agreement, or other document] as proof of my residency at this address.

Please feel free to contact me should you require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]