

[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 provide proof of my current address as requested. Please find the details below:

****Full Name:**** [Your Full Name]

****Current Address:**** [Your Current Address]

****City, State, Zip Code:**** [City, State, Zip Code]

To verify my address, I have included [mention any supporting documents, e.g., utility bill, lease agreement] as attachments.

If you require any additional information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]