```
[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Recipient's Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
I am writing to provide proof of my residential address as requested.
Below are the details confirming my current address:
**Name:** [Your Full Name]
**Address:** [Your Full Address]
**City, State, ZIP Code: ** [City, State, ZIP Code]
I have included additional documentation to support this information,
such as [list any attached documents, e.g., utility bill, lease
agreement, etc.].
Please let me know if you require any further information or additional
documentation.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
```