

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Subject: Proof of Address
Dear [Recipient's Name],
I, [Your Name], am writing to confirm my current residential address as follows:
[Your Current Address]
[City, State, Zip Code]
This letter serves as proof of my address for [state the purpose, e.g., "bank verification", "utility services", etc.].
If you require any further information, please feel free to contact me at the phone number or email address listed above.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]