

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]
Subject: Confirmation of Residency
Dear [Recipient's Name],
I am writing to confirm the residency of [Resident's Name] at the address
stated below:
[Resident's Full Name]
[Resident's Address]
[City, State, Zip Code]
[Resident's Name] has been residing at this address since [Date of Move-
In] and continues to live here as of the date of this letter.
Please feel free to contact me at [Your Phone Number] or [Your Email
Address] should you require any further information.
Sincerely,
[Your Name]
[Your Signature] (if sending a hard copy)
[Your Title/Position, if applicable]