

[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 Residency

Dear [Recipient's Name],

I, [Your Name], hereby confirm that I have been a resident at [Your Address] since [Move-in Date]. This letter serves as proof of residency for tax purposes.

Please find the following details:

- Full Name: [Your Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]
- Duration of Residency: [Length of Time at Address]

Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]