

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Insurance Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Proof of Residency

Dear [Insurance Company Name or Specific Contact Person],  
I am writing to provide proof of residency as requested for my insurance application. I have enclosed the necessary documentation confirming my current address at [Your Address].

Should 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 attention to this matter.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Name]