

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Residency Proof Documentation

I hope this letter finds you well. I am writing to provide proof of my residence for the purpose of [state the purpose, e.g., applying for residency, scholarship application, etc.].

I, [Your Name], am a resident of [Your Address], and I have been residing at this address since [date of residency commencement]. The following documents are enclosed to substantiate my claim of residency:

1. **[Document Type 1]** - [Description, e.g., utility bill, lease agreement, etc.]
2. **[Document Type 2]** - [Description]
3. **[Document Type 3]** - [Description]

These documents collectively provide evidence of my current residence. Should you require any additional information or further documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your consideration.

Sincerely,

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