

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to provide proof of residency for employment purposes. Below is the information confirming my current address:

**\*\*Name:\*\*** [Your Full Name]  
**\*\*Current Address:\*\*** [Your Complete Address]  
**\*\*City, State, Zip Code:\*\*** [Your City, State, Zip Code]  
**\*\*Date of Residency:\*\*** [Start Date of Residence]

Attached to this letter, you will find documents that validate my residency, including [list the attached documents, e.g., utility bill, lease agreement, bank statement, etc.].

Should you require any further information or documentation, please feel free to reach out to me.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

**\*\*Attachments:\*\***

1. [Document 1]
2. [Document 2]