

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

[Recipient's Name]
[Recipient's Position]
[Company/Institution Name]
[Company/Institution Address]
[City, State, Zip Code]

Subject: Proof of Residency

Dear [Recipient's Name],

I, [Your Name], am writing to confirm my residency at the following address:

[Your Full Address]

I have been residing at this address since [Move-in Date]. This letter serves as official proof of my residence for the purpose of securing a mortgage.

Included with this letter are copies of the following documents to verify my residency:

1. [Document Type 1 (e.g., utility bill, lease agreement)]
2. [Document Type 2 (e.g., bank statement, government correspondence)]

Please do not hesitate to reach out if you require any further information or additional documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]