

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

[Recipient's Name]
[Recipient's Title]
[Government Agency/Department Name]
[Agency/Department Address]
[City, State, ZIP Code]

Subject: Proof of Residency

Dear [Recipient's Name],

I, [Your Full Name], am writing to formally provide proof of residency at the address stated above. I have been a resident at this address since [Move-in Date].

To verify my residency, I have included the following documents:

1. [Document Type - e.g., Utility Bill]
2. [Document Type - e.g., Lease Agreement]
3. [Document Type - e.g., Bank Statement]

If you require any further information or additional documents, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]