

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Institution/Organization]
[Recipient's Address]
[Recipient's City, State, Zip Code]
Dear [Recipient's Name],
Subject: Residency Verification for [Resident's Full Name]
I am writing to confirm the residency of [Resident's Full Name] at
[Address of Resident] from [Start Date] to [End Date]. During this
period, [he/she/they] has been a resident under my supervision, and I can
attest to [his/her/their] residential status.
If you require any further information or have any questions, please do
not hesitate to contact me directly.
Sincerely,
[Your Signature]
[Your Printed Name]
[Your Title/Position]
[Date]
[Add additional signatures if necessary]
[Second Signatory's Name]
[Second Signatory's Title/Position]
[Second Signatory's Institution/Organization]
[Date]