

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

Dear [Recipient Name],

I am writing to provide proof of residency as part of my credit application process. Below are the details pertaining to my residency:

****Name:**** [Your Full Name]

****Current Address:**** [Your Current Address]

****Duration of Residency:**** [Duration, e.g., "Since January 2020"]

To support this information, I have attached the following documents:

1. [Document Type 1, e.g., "Utility Bill"]
2. [Document Type 2, e.g., "Lease Agreement"]
3. [Additional Document, if applicable]

Please feel free to contact me at [Your Phone Number] or via email at [Your Email Address] if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]