

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

[School Name]  
[School Address]  
[City, State, Zip Code]

Subject: Proof of Residency

Dear [School Administrator's Name],

I, [Your Name], am writing to confirm my residency at the above address.  
I am the parent/guardian of [Child's Name], and I am enrolling them in  
[School Name] for the [grade/year].

To verify my residency, I have attached a copy of [a utility bill, lease  
agreement, etc.] with my name and address.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]