

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Department]
[Organization Name]
[Address]
[City, State, ZIP Code]

Subject: Residency Proof Letter

Dear [Recipient Name],

I, [Your Name], hereby declare that I am a resident of [Your Address].
This letter serves as proof of my residency at this location since [Date
of Moving In].

The following documents can be provided as evidence of my residence:

1. [Document 1]
2. [Document 2]
3. [Document 3]

Please feel free to contact me at [Your Phone Number] or [Your Email
Address] should 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]