

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

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I, [Your Name], am writing to provide proof of residency at the above address. I have been residing at this location since [Move-in Date].

Enclosed are copies of the following documents to validate my residency:

1. [Document 1 - e.g., utility bill]
2. [Document 2 - e.g., lease agreement]
3. [Document 3 - e.g., bank statement]

If you require any further information or additional documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]