

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

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

Subject: Proof of Residency

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide proof of my residency at the address mentioned above.

I confirm that I have been residing at this address since [Date of Move-In]. Attached to this letter are copies of the following documents that serve as proof of my residency:

1. [Document 1: e.g., Utility Bill]
2. [Document 2: e.g., Lease Agreement]
3. [Document 3: e.g., Bank Statement]

Please feel free to reach out if you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]