

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

[Recipient Name]
[Recipient Address]
[City, State, ZIP Code]

Subject: Proof of Residency

Dear [Recipient Name],

I, [Your Name], residing at [Your Address], hereby confirm that I am a resident of the property located at [Property Address] since [Move-in Date].

As proof of my residency, I have attached the following documents:

1. Copy of the lease agreement dated [Lease Start Date].
2. Recent utility bill addressed to [Your Name] at [Your Address].
3. [Any additional documents, if applicable].

Should you require any further information or additional documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]