

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Residency Verification Letter

Dear [Recipient Name],

I am writing to confirm that [Your Name], residing at [Your Address], has been living at this address since [Date of Move-In]. This letter serves to verify [his/her/their] residency for the purposes of [mention the purpose, e.g., visa application, legal requirements, etc.].

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

Thank you for your attention to this matter.

Sincerely,

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