

[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, [Your Name], hereby confirm that I reside at the address mentioned above. This letter serves as proof of my residency at this location.

I have included the following documents to support this claim:

1. [Document Name/Type, e.g., utility bill, rental agreement]
2. [Document Name/Type]
3. [Document Name/Type]

If you require any further information or 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]