

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

[Recipient's Name]
[Recipient's Address]
[City, Postal Code]

Subject: Proof of Residence

Dear [Recipient's Name],

I, [Your Name], am a citizen of the European Union, currently residing at [Your Address]. I am writing to provide proof of my residence for the purpose of [specify reason, e.g., application for a residence permit, opening a bank account, etc.].

I have been residing at this address since [date of residence start] and can confirm that it is my primary and permanent residence.

Attached to this letter are the following documents to serve as proof of my residence:

1. [Document 1: e.g., utility bill]
2. [Document 2: e.g., rental agreement]
3. [Document 3: e.g., bank statement]

Please feel free to contact me should you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

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