

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

[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally request a proof of residency document for [reason for request, e.g., verification purposes, applications, etc.]. My details are as follows:

- Full Name: [Your Full Name]
- Address: [Your Current Address]
- Date of Birth: [Your Date of Birth]

If you require any additional information or documentation to process my request, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]