

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm my residency status for the purpose of applying for an IJ visa. The details of my residency are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Duration of Residency: [Start Date] to [End Date or "Present"]
- Purpose of Residency: [Brief Explanation of Your Residency Purpose]

I have attached supporting documents, including [list of documents, e.g., lease agreement, utility bills, etc.], to verify my residency status.

Should 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 assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]