

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

[Recipient Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to verify my residency in Kansas. Please find the necessary details below:

****Name:**** [Your Full Name]

****Date of Birth:**** [Your Date of Birth]

****Current Address:**** [Your Current Address in Kansas]

****Duration of Residency:**** [Start Date of Residency] to Present

To further confirm my residency, I have enclosed the following documents:

1. [List Document 1 - e.g., Utility Bill]
2. [List Document 2 - e.g., Lease Agreement]
3. [List Document 3 - e.g., Government ID]

If you require any additional information or documentation, please do not hesitate to contact me via the information provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]