

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

[Recipient Name]
[Recipient Title]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Subject: Residence Letter for Visa Application

Dear [Recipient Name],

I, [Your Full Name], born on [Your Date of Birth], am a resident of [Your Current Address] in [Your City, State/Country]. I am writing this letter to confirm my residence as part of my application for a [Type of Visa] visa to Korea.

I am currently living at the above address since [Move-In Date]. This letter serves to attest to my current living situation and is issued in support of my visa application process.

Included in this letter are the relevant details regarding my residence:

- Full name: [Your Full Name]
- Address: [Your Current Address]
- Duration of residence: [From Date] to Present
- Purpose of stay in Korea: [Brief Purpose]

I kindly request that this letter be considered as verification of my residence and assist in the processing of my visa application.

Thank you for your attention to this matter.

Sincerely,

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