

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

[Recipient's Name]
[Recipient's Position]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Subject: Residency Confirmation for Visa Application

Dear [Recipient's Name],

I am writing to confirm my residency status for the purpose of my visa application. I reside at [Your Address], and have been a resident since [Month, Year].

My tenancy agreement, which is attached, serves as proof of my residence. Additionally, I can provide further documentation if required.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any additional information.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]