

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

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

Subject: Letter of Residency

Dear [Recipient's Name],

I am writing to formally confirm my residency at the above-mentioned address in Ohio. I have been residing at this location since [move-in date] and continue to do so.

For verification purposes, I can provide additional documents such as [list any supporting documents, e.g., utility bills, lease agreements, etc.].

If you require any further information or documentation, please feel free to contact me at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]