

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

Dear [Recipient's Name],

I am writing to confirm my residency in the state of Ohio. Below are the details pertinent to my residency:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Current Address: [Your Full Address in Ohio]
- Duration of Residence: [Start Date] to Present

This letter serves as an official declaration of my residency status as required for [specific purpose, e.g., educational enrollment, voting registration, etc.]. I have included copies of supporting documents, such as [list any documents you are including, e.g., utility bills, lease agreements, identification].

Should you require any further information or verification, please do not hesitate to contact me at the information provided above.

Thank you for your attention to this matter.

Sincerely,

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