

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

Dear [Recipient Name],

I am writing to formally certify my residency in Ohio for the purpose of [specific reason, e.g., enrolling in a school, applying for in-state tuition, etc.].

I have been a resident of Ohio since [date of residency start] and currently reside at the address listed above. I have attached copies of supporting documents to verify my residency, including [list documents, e.g., utility bills, lease agreements, driver's license, etc.].

Thank you for considering my request. If you require any additional information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Attachments: list any attached documents]