

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

Dear [Recipient's Name],

I am writing to provide proof of residence for the purpose of my
[visa/application/etc.]. I currently reside at the address listed above.
Please find the following supporting documents attached:

1. [Document Type - e.g., Utility Bill]
2. [Document Type - e.g., Lease Agreement]
3. [Document Type - e.g., Bank Statement]

Thank you for your attention to this matter. If you require any
additional information, please do not hesitate to contact me.

Sincerely,
[Your Name]