

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

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

Subject: Residency Confirmation for RZ Visa Application

Dear [Recipient's Name],

I am writing to confirm my residency status as required for the RZ visa application process.

I, [Your Full Name], born on [Your Date of Birth], currently reside at [Your Full Address]. I have been living at this address since [Date of Move-In].

This letter serves to verify that I am a permanent resident at this location and is in accordance with the necessary requirements for the RZ visa application.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information or clarification needed regarding my residency status.

Thank you for your attention to this matter.

Sincerely,

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