

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

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

Dear [Recipient's Name],

I am writing to verify my address for employment purposes. Please find my address details below:

**\*\*Full Name:\*\*** [Your Full Name]

**\*\*Current Address:\*\*** [Your Current Address]

**\*\*City, State, ZIP Code:\*\*** [Your City, State, ZIP Code]

I acknowledge that the above information is accurate and can be used to confirm my eligibility for employment with [Company's Name]. If you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]