

[Your Company/Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Address Verification Letter

Dear [Recipient Name],

This letter serves to verify the address of [Name of Individual/Entity] as of [Date]. The details are as follows:

Name: [Name]

Address: [Complete Address]

City, State, Zip Code: [City, State, Zip Code]

This verification is intended for [specific purpose, e.g., loan application, identity verification, etc.].

Please feel free to contact us at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Company/Organization Address]

[Your Phone Number]

[Your Email Address]