

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

Dear [Recipient's Name],

I am writing to verify my address as requested. Below are the details of my current residence:

****Full Name:**** [Your Full Name]
****Address:**** [Your Current Address]
****City:**** [Your City]
****State:**** [Your State]
****ZIP Code:**** [Your ZIP Code]

This address has been my residence since [Date you moved to this address]. For verification, I can provide additional documentation, such as a utility bill or lease agreement, if needed.

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

Thank you for your attention to this matter.

Sincerely,

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