

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to verify my address as part of the application process for [specific purpose, e.g., loan, employment, etc.]. Please find the details of my current address below:

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

I have included a copy of [list any supporting documents, e.g., utility bill, lease agreement] to further confirm my residency at this address. If you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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