

[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],

Subject: Address Verification Request

I hope this letter finds you well. I am writing to request verification of my address as part of [reason for the request, e.g., updating my records, completing a transaction, etc.].

Please find my details below for your reference:

- Full Name: [Your Full Name]
- Current Address: [Your Current Address]
- Previous Address (if applicable): [Your Previous Address]
- ID Proof: [Mention any attached documents if necessary]

I would appreciate it if you could confirm my address at your earliest convenience. Should you require any additional information or documentation, please do not hesitate to contact me via [your preferred contact method].

Thank you for your attention to this matter.

Sincerely,
[Your Name]