

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

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

Dear [Recipient Name],

I am writing to confirm my residential address as required. Below are the details of my current residence:

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

****Address:**** [Your Full Address, including city, state, and zip code]

This letter serves to verify my residence at the specified address as of [date]. If you require further documentation or information, 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]