

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

[Recipient's Name]
[Recipient's Job Title]
[Company/Organization Name]
[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Address Verification

I hope this letter finds you well. I am writing to request verification of my address as part of the [reason for verification, e.g., application process, account setup, etc.].

My current address is:

[Your Full Address]

Please find attached the necessary documentation to support this verification. The documents include:

1. [Document 1, e.g., utility bill, bank statement]
2. [Document 2, if applicable]

I would appreciate your prompt attention to this matter. If you require any additional information or further documents, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title, if applicable]