

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Personal Address Verification

I am writing to verify my current address as follows:

[Your Current Address]
[City, State, ZIP Code]

I have been residing at this address since [Date of Move-in]. For verification purposes, I am happy to provide any additional documentation you may require, such as a utility bill or lease agreement.

Thank you for your attention to this matter. Please feel free to contact me if you need further information.

Sincerely,
[Your Name]