

[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],

I hope this message finds you well. I am writing to confirm my current address as part of the necessary documentation for [specific purpose, e.g., your records, a job application, etc.].

My address is:

[Your Full Address]

Please let me know if you require any further information or documentation to verify my address. Thank you for your attention to this matter.

Sincerely,  
[Your Name]