

[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

I, [Your Name], hereby confirm that my address is [Your Complete Address].

This letter is intended to verify my residence at the above-mentioned address for [specific purpose, e.g., account verification, application, etc.].

Please feel free to contact me if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]