

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
Subject: Address Verification
I am writing to request verification of my address as part of [reason for
verification, e.g., application process, residency confirmation, etc.].
My current address is:
[Your Address]
[City, State, ZIP Code]
Please let me know if you require any additional information or documents
to complete the verification process.
Thank you for your assistance.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]