

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Institution/Organization Name]
[Institution/Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request verification of my residency at the following address:

[Your Address]
[City, State, Zip Code]

I have resided at this address since [Move-in Date], and I plan to continue my residency here until [End Date, if applicable]. This information may be required for [reason for verification, e.g., official documents, applications, etc.].

Please feel free to contact me at the phone number or email address provided above should you require any further information.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]