

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

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

Dear [Recipient Name],

I am writing to confirm the residency of [Resident's Full Name] at the address of [Resident's Address]. [He/She/They] has been residing at this location since [Date of Move-in].

Should you require any further information or verification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Relationship to Resident] (if applicable)