

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Residency Verification Letter for VX Visa Application

Dear [Recipient's Name],

I am writing to confirm my residency status for the purpose of my VX visa application.

I, [Your Full Name], residing at [Your Full Address], have been a resident at this address since [Date of Move-In]. I am employed at [Your Employer] as a [Your Job Title], and my employment confirmation letter is enclosed for your reference.

Please feel free to contact me via the information provided above if you require any further details or additional documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]