

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

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

Subject: Application for Affidavit

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the issuance of an affidavit for [specific purpose, e.g., verification of identity, legal proceedings, etc.].

As per the requirements, I have attached [list any supporting documents, e.g., identification, previous affidavits, etc.]. I kindly ask you to process this application at your earliest convenience.

Should you need any further information or clarification, please feel free to reach 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]