

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

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

Dear [Recipient's Name],

I am writing to confirm my residency status in West Virginia for the purpose of [specify purpose, e.g., tuition classification] at [Institution's Name].

I have been a resident of West Virginia since [date of residency establishment], and my current address is [your current address]. I have attached the necessary documentation to support my residency claim, including [list documents, e.g., utility bills, lease agreements, tax returns].

Thank you for considering my application for residency status. If you need any additional information or documentation, please feel free to contact me at [your phone number or email].

Sincerely,

[Your Name]

[Your Student ID (if applicable)]