

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an evaluation of my residency status in West Virginia.

I have [briefly explain your situation, such as moving to West Virginia, the duration of your stay, and any pertinent information regarding your residency].

To support my request, I have included the following documentation:

- [List of documents, e.g., lease agreement, utility bills, employment records, etc.]

I would appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to my request.

Sincerely,

[Your Name]