

[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]

Dear [Recipient's Name],

Subject: Formal Residency Letter for West Virginia

I am writing to formally declare my residency in the state of West Virginia as of [insert date of residency start]. My current residence is located at [insert complete address].

To confirm my residency, I am providing the following information and supporting documentation:

1. Proof of Identification (copy of driver's license/state ID)
2. Lease Agreement or Mortgage Statement
3. Utility Bills dated within the last [insert duration, e.g., 60 days]
4. [Any other supporting documents such as bank statements or employment verification]

I acknowledge that maintaining residency in West Virginia requires adherence to all legal obligations and regulations set forth by the state.

Should you require any additional information or documentation, 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]