

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

Dear [Recipient Name],

I am writing to formally establish my residency in the state of West Virginia. I have recently relocated to [City/Town Name] and wish to provide the necessary information to support my residency status.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Previous Address: [Your Previous Address]
- Current Address: [Your Current Address]
- Duration of Stay: [Duration of Time You Have Been in West Virginia]

To demonstrate my intention to make West Virginia my home, I have attached the following documents:

1. Proof of Address (e.g., utility bill, lease agreement)
2. Identification (e.g., driver's license or passport)
3. [Any other relevant documents]

I appreciate your assistance in processing my residency status and look forward to your confirmation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]