

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

West Virginia Department of [Relevant Department]
[Department Address]
[City, State, Zip Code]

Subject: Letter of Residence

To Whom It May Concern,

I, [Your Name], am writing to confirm my residence in the state of West Virginia. I currently reside at [Your Address], which I have lived in since [Date of Moving In]. I provide the following information to substantiate my residency:

- Copy of my lease agreement/mortgage statement
- Utility bills (dated)
- [Any additional documentation that supports my residence]

I affirm that I am a legal resident of West Virginia and am available to provide further information if necessary.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]