

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to verify my residency in West Virginia as required for [specific purpose, e.g., tuition waiver, voter registration, etc.].

I am a resident at [Your Full Address in West Virginia], and I have been living here since [date of move]. To support my residency claims, I have included the following documentation:

1. Copy of my [utility bill, lease agreement, etc.].
2. [Any additional documentation, e.g., bank statements, government correspondence].
3. [Any other relevant information related to residency].

Should you require any further information or additional documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Optional: Your Student ID or other identification number]