

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

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

Subject: Residency Documentation Letter

Dear [Recipient Name],

I am writing to confirm my residency in [City/County], West Virginia. I have been residing at [Your Address] since [Move-in Date].

To support this claim, I am providing the following documents:

1. [Type of Document, e.g., Utility Bill]
2. [Type of Document, e.g., Lease Agreement]
3. [Type of Document, e.g., Bank Statement]

Should you require further information or any additional documentation, please do not hesitate to contact me at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]