

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Organization/Institution Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to confirm my residency in West Virginia. I am currently residing at [Your Address] since [Date of Move].

I have attached the necessary documentation as proof of my residency, including [list any included documents such as utility bills, lease agreements, or identification].

Thank you for your attention to this matter. If you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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