

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

[Recipient's Name]  
[Recipient's Title]  
[Institution's Name]  
[Institution's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a residency reclassification for [Your Full Name] based on my current circumstances and the criteria outlined in [relevant policy or guideline, if known].

I have been a resident of West Virginia since [mention date], and I believe my situation qualifies me for residency status due to the following reasons:

1. **\*\*Proof of Residency\*\***: I have maintained a permanent address at [your address] and have provided copies of my utility bills, lease agreement, and state-issued ID as evidence.
2. **\*\*Employment\*\***: I am currently employed at [employer's name] in [city], where I have been working since [date of employment]. This demonstrates my commitment to the community and economy of West Virginia.
3. **\*\*Community Involvement\*\***: I have actively participated in [mention any community service, organizations, or events], further establishing my connection to the state.
4. **\*\*Intention to Remain\*\***: I have a strong intention to remain in West Virginia due to [provide personal reasons such as family, education, or long-term goals].

I appreciate your consideration of my request for residency reclassification and have attached supporting documents for your review. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending hard copy)]