

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Office Name]
[Institution/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally apply for residency status in the state of West Virginia. I meet the necessary criteria and have included all required documentation to support my application.

****Personal Information:****

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Current Address: [Your Current Address]
- Duration of Residence in West Virginia: [Length of Time Residing]

****Supporting Documentation:****

1. [List any required documentation, such as proof of address, employment, etc.]
2. [Additional documents, if needed]

I appreciate your consideration of my application and look forward to your response. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if you require any further information. Thank you for your attention to this matter.

Sincerely,

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