

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Office/Organization Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Declaration of West Virginia Residency

I, [Your Name], hereby declare that I am a resident of the state of West Virginia. My residency is established at the address stated above, where I have lived since [Date of Move].

I intend to make West Virginia my permanent residence and to fulfill all obligations as a resident. Furthermore, I confirm that I have taken the necessary steps to establish my residence, including [list any relevant actions such as registering to vote, obtaining a West Virginia driver's license, etc.].

Attached are copies of documents that support my residency claim, including [list documents such as a lease agreement, utility bills, identification, etc.].

Thank you for your attention to this matter. Please feel free to contact me if you require any additional information or documentation.

Sincerely,

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