

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

Dear [Recipient Name],

I am writing to formally request a residency eligibility determination for [specific purpose, e.g., tuition, healthcare, etc.] in the state of West Virginia.

I, [Your Full Name], am a resident of West Virginia and have lived at the above-mentioned address since [date of move]. I am providing the following information and documents to support my residency claim:

1. ****Proof of Address****: Attached are copies of my [utility bill, lease agreement, etc.] showing my name and current address.
2. ****Identification****: Enclosed is a copy of my [state ID, driver's license, etc.] to verify my identity.
3. ****Duration of Stay****: I have resided in West Virginia continuously since [date].
4. ****Additional Documents****: [List any additional documents, if applicable, such as bank statements, pay stubs, etc.]

I believe that I meet the residency requirements as outlined by [specific regulations or guidelines], and I am looking forward to your review of my application. If you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]