

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

Dear [Recipient's Name],

I am writing to formally confirm my residency in West Virginia. I have been living at [Your Address] since [Move-in Date] and have established my primary residence here.

Attached to this letter, you will find copies of documents supporting my residency, including [list documents such as utility bills, lease agreements, etc.].

Please feel free to contact me if you need any further information or verification.

Thank you for your attention to this matter.

Sincerely,

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