

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

Subject: Residency Verification Letter

Dear [Recipient Name],

I am writing to verify my residency in the state of West Virginia. I, [Your Name], am a resident of [City or County] in West Virginia, and I have maintained my residency since [Date you moved to West Virginia]. For verification purposes, I am providing the following information:

- Full Name: [Your Full Name]
- Current Address: [Your Full Address]
- Date of Birth: [Your Date of Birth]
- Duration of Residency: [Length of Residency]

Additionally, I have enclosed the following documents to support my residency claim:

1. [Document Type, e.g., utility bill]
2. [Document Type, e.g., lease agreement]
3. [Document Type, e.g., voter registration]

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or have additional questions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]