

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Residency Confirmation for ZJ Visa

Dear [Recipient Name],

I am writing to formally confirm my residency status in [City/Country] as it pertains to my application for a ZJ Visa.

I hereby declare that I have been residing at the above-mentioned address since [Date of Residency Start] and continue to reside here as of the date of this letter.

Please find below details pertaining to my residency:

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

I kindly request that this letter serves as documentation of my residency for the purpose of my visa application. Should you need any further information or verification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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