

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Subject: Residency Verification Letter

Dear [Recipient's Name],

I am writing to confirm my residency status for visa purposes. I have been residing at [Your Address] since [Date of Move-in].

Please find the necessary details below:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Visa Type: [Type of Visa]

I am currently living at the above address, where I receive all my correspondence and have established my residence.

Should you need any additional information or documentation, 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]
[Your Job Title (if applicable)]