

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

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

Dear [Recipient Name],

Subject: Update on Dual Residency Status

I hope this message finds you well. I am writing to formally update my residency status as I now hold dual residency in [Country 1] and [Country 2].

As of [effective date], I have established my residency in [Country 2] while maintaining my residency in [Country 1]. This dual status may have implications for [tax obligations, legal residency, etc.], and I would like to ensure that all relevant information is accurately recorded in your files.

Please find attached any necessary documentation supporting my residency status, including [list documents, e.g., tax documents, residency permits, etc.].

Should you require further information or additional 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 Signature (if sending a hard copy)]
[Your Printed Name]