

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

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

Subject: Address Proof Letter

Dear [Recipient's Name],

I am writing to provide proof of my current address as part of my application process. Below are the details of my address:

Current Address:

[Your Current Address]
[City, State, Zip Code]

To verify this address, I have enclosed copies of [mention any attached documents such as utility bills, bank statements, or lease agreements].

Thank you for your attention to this matter. If you need any further information or documents, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Enclosures: List any attached documents]