

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Department/Agency Name]
[Office Address]
[City, State, ZIP Code]
Subject: Address Proof Letter
Dear [Recipient's Name],
I, [Your Name], am writing to provide proof of my address for the purpose
of [specify the government service, e.g., applying for a driver's
license, voter registration, etc.].
My current address is:
[Your Complete Address]
I have attached the following documents as proof of residency:
1. [Document Type, e.g., utility bill, rental agreement]
2. [Document Type]
3. [Document Type]
Please feel free to contact me if you require any further information or
documentation.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]