

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Business Address Proof

Dear [Recipient Name],

This letter serves to confirm that [Your Company Name] is located at the following address:

[Complete Business Address]

[City, State, Zip Code]

Our business has been operating at this address since [Date of Establishment]. Included with this letter are copies of [mention supporting documents, e.g., business registration, utility bills] to further substantiate our business address.

Should you require any additional information or documentation, please feel free to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]