

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

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

Subject: Address Proof Letter

Dear [Recipient's Name],

I am writing to provide proof of my current address as requested. Below are my details:

****Name:**** [Your Full Name]
****Current Address:**** [Your Complete Address]
****City:**** [City]
****State:**** [State]
****Zip Code:**** [Zip Code]

This letter serves to confirm that I reside at the above-mentioned address. Attached to this letter, you will find [list any attached documents, e.g., utility bills, lease agreement, etc.] as verification of my residence.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Attachment: List of Attached Documents]