

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: Address Proof for [Employee's Name]

Dear [Recipient Name],

This letter is to certify that [Employee's Name], holding the position of [Employee's Position] at [Company Name], resides at the following address:

[Employee's Address]

[City, State, ZIP Code]

This address is valid as of [Date]. Should you require any further information, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Signature (if sending a hard copy)]