

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Address Verification

I hope this letter finds you well. I am writing to kindly request verification of my address for [specific purpose, e.g., account confirmation, application processing, etc.].

My current address is as follows:

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

Please let me know if you require any additional information or documentation to process this verification. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]