

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Address Proof Letter

Dear [Recipient's Name],

I, [Your Name], hereby confirm that I reside at [Your Address] since [Date]. This letter serves as proof of my residential address for [reason, e.g., identification, verification, etc.].

Should you require any further information or documentation, please feel free to contact me at the phone number or email address provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]