

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

[Recipient's Name]  
[Recipient's Title/Designation]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Address Proof Submission

Dear [Recipient's Name],

I am writing to formally submit my address proof as requested. Please find attached the necessary documents to validate my current address.

Details of my address:

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

Attached Documents:

1. [Document Type 1] (e.g., Utility Bill, Lease Agreement)
2. [Document Type 2] (e.g., Government ID, Bank Statement)

If you require any further information or additional documents, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]