

[Your Company Letterhead]

[Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Address Proof for [Employee's Name]

To Whom It May Concern,

This is to certify that [Employee's Name], holding the position of [Employee's Job Title] with employee ID [Employee ID], has been employed with [Company Name] since [Employment Start Date].

The current residential address of [Employee's Name] is as follows:

[Employee's Address]

[City, State, ZIP Code]

This letter is issued upon the request of the employee for the purpose of address verification with your esteemed bank. Should you require any further information, please feel free to contact us at [Company Phone Number] or [Company Email].

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email]