

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Subject: Request for Address Proof

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request an address proof letter from [Company's Name] for my records.

As part of [mention the reason, e.g., updating my personal documents, applying for a loan, etc.], I need to provide a verified address proof. I kindly ask you to include the following details in the letter:

- My full name
- My current address as registered with the company
- The date of employment
- Company's official letterhead, seal, and authorized signature

I would appreciate it if you could process this request at your earliest convenience. Please let me know if you need any additional information from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]