

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Address Proof Verification

This letter is to confirm that [Employee's Name] is employed with
[Company Name] and resides at the following address:

[Employee's Address]

[City, State, ZIP Code]

[Employee's Job Title]

[Employee's Department]

[Duration of Employment]

If you require any further information, please feel free to contact me at
[Your Phone Number] or [Your Email].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]