

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Address Proof

Dear [Recipient's Name],

This letter is to certify that [Employee's Full Name], holding the position of [Employee's Job Title] at [Company Name], is currently employed with us since [Employee's Start Date].

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

[Employee's Address]

[City, State, Zip Code]

Please feel free to contact us at [Company Phone Number] or [Company Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]