

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Subject: Proof of Residence Letter

Dear [Recipient's Name],

I, [Your Name], hereby confirm that I reside at the above-mentioned address. This letter serves as a formal declaration of my current place of residence for the purpose of my visa application.

My residency details are as follows:

- Full Name: [Your Full Name]
- Address: [Your Address]
- Duration of Residence: [Start Date] to Present

For your reference, I have attached a copy of my [utility bill/bank statement/government-issued ID] that verifies my address.

If you require any further information or documentation, please feel free to contact me at the phone number or email address provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]

[Your Identification Number (if applicable)]