

Request for Confirmation of Residence Address

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request confirmation of my residence address as listed in your records. My information is as follows:

Full Name: [Your Full Name]

Address: [Your Address]

This confirmation is necessary for [state the reason, e.g., processing an application, verifying my identity, etc.]. I would appreciate it if you could provide me with the necessary confirmation at your earliest convenience.

Thank you for your attention to this matter. If you need any further information, please do not hesitate to contact me.

Sincerely,
[Your Name]