Domicile Proof Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Office/Agency Name]

[Office Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a proof of domicile for the purpose of [state reason, e.g., applying for a job, enrolling in school, etc.]. I have been a resident of [City/Neighborhood/State] for [duration], and I need official documentation to confirm my residency.

If any forms or additional information are required to process my request, please let me know. I appreciate your assistance and look forward to your timely response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]