

# Proof of Residence Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Department]

[Organization/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a proof of residence letter for [specific purpose, e.g., applying for a job, enrolling in school, etc.]. I am currently residing at the above-mentioned address and would like to have this letter as confirmation of my residency.

Please let me know if you require any additional information or documentation to process my request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]