

Residence Confirmation Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request confirmation of my residence at the above address. This confirmation is needed for [state the purpose, e.g., legal, banking purposes, etc.].

Could you please provide a written confirmation of my residency status? I would greatly appreciate your assistance in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]