

# Residency Documentation Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request documentation to verify my residency at [Your Address]. This documentation is required for [purpose of the request, e.g., application for services, verification for employment, etc.].

Please let me know if you require any additional information or documentation from me to process this request. I would appreciate your prompt attention to this matter, and I look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]