

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request residency verification for the purpose of [state the purpose, e.g., applying for a job, enrolling in a school, etc.].

As a resident at [Your Address], I have lived in this location since [Move-in Date]. I kindly ask you to verify my residency status and provide any necessary documentation that may assist in this request.

Please let me know if you require any additional information or specific forms to complete this verification. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]