

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request confirmation of my residential status as per your records. My details are as follows:

- Full Name: [Your Full Name]
- Current Address: [Your Current Address]
- Date of Birth: [Your Date of Birth]

This confirmation is required for [state reason, e.g., immigration purposes, loan application, etc.]. I would appreciate your assistance in providing this confirmation at your earliest convenience.

Thank you for your attention to this matter. Please let me know if you require any further information.

Sincerely,

[Your Name]