

Date: [Insert Date]

To,  
The HR Manager / Company Secretary  
[Company Name]  
[Company Address Line 1]  
[Company Address Line 2]  
[City, State, ZIP Code]

Subject: Request for Issuance of Company Address Proof

Dear Sir/Madam,

I am writing to formally request an official document confirming the registered address of **[Company Name]**. This address proof is required for **[briefly state the purpose, e.g., updating records with a financial institution, legal proceedings, or compliance verification]**.

Kindly provide an official address proof on the company's letterhead, duly signed and stamped, containing the following details:

- Company's full name
- Registered address
- Company's contact information
- Date of issuance

If any additional information or documentation is needed from my side to process this request, please let me know. I would appreciate it if the address proof could be issued and sent to me by **[insert deadline, if any]**, to ensure timely completion of the required processes.

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

Yours sincerely,  
[Your Name]  
[Your Designation/Position]  
[Your Department]  
[Your Contact Number]  
[Your Email Address]