

Formal Letter for Address Proof Submission to HR

{Date}

To,
The Human Resources Manager
{Company Name}
{Company Address}

Subject: Submission of Address Proof for Official Records

Dear Sir/Madam,

I am writing to formally submit my current residential address proof as required for the company's official records. Please find attached the following document(s) as proof of my address:

- {Type of Address Proof, e.g., Aadhaar Card, Utility Bill, Rent Agreement, etc.}

Kindly acknowledge receipt of my address proof and update your records accordingly. Please let me know if any additional information or documentation is needed.

Thank you for your attention to this matter.

Yours faithfully,

{Your Full Name}
{Employee ID/Department}
{Contact Number}
{Email Address}

Encl: Copy of Address Proof