

# Address Proof Letter

Date: [DD/MM/YYYY]

To  
The [Designation/Officer Name],  
[Department/Office Name],  
[Government Office Address],  
[City, State, ZIP Code]

Subject: Proof of Residential Address for [Applicant's Name]

Respected Sir/Madam,

This is to certify that **[Applicant's Full Name]**, bearing ID/Employee/Registration No. **[Number]**, is residing at the following address as per our records:

**Residential Address:**  
[House/Flat Number, Street Name]  
[Locality/Area Name]  
[City, State, ZIP Code]

This letter is being issued upon the request of the applicant and can be used as official proof of their residence for all necessary government and legal purposes.

If you require any further information, please feel free to contact the undersigned.

Thank you.

Sincerely,  
**[Authorized Officer's Name]**  
[Designation/Position]  
[Name of Authority/Institution]  
[Contact Number]  
[Official Seal/Stamp]

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*This document is issued solely for address verification purposes and carries no liability for any misuse.*