

Formal confirmation letter of address for official purposes

Subject: Address Confirmation

Dear [Recipient Name],

This letter is to formally confirm that [Employee/Resident Name] resides at the following address:

[Full Address]

Please consider this document as official confirmation of the stated address for any necessary purposes. Should you require additional information, feel free to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

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