[Your Name]

Company Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

The purpose of this letter is to verify you that I Michele Elle your student of Journalism department is a permanent resident of Houston Block C [Complete Address]. I certify that I have been living in the same residence for previous 4 years and 3 months.

The issue of my unmatched address in initial school form with this current address arose because of our personal shifting problems which have been sorted long ago. I apologize that I didn't update my status in official papers in accordance with our current address.

I am enclosing a copy of my recent utility bill to formally confirm you my residence. Furthermore, I also verify that the above-mentioned information is entirely factual and accurate. I understand the penalty of false or manipulated information provided in such cases. Kindly let me know if I must provide additional information.

Sincerely,

Your Name

Title