[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:

It is to inform you that your student Carl Meth resides with us at our property located in Illinois central region [house no, lane]. We shifted at this residence in summers of 2015. So, it is about our 3rd year at this property.

Carl lives with his parents, me (John) and Diana and two of our other children. Altogether we are 5 members at this place. I am attaching the copies of bank statement and the utility bill issued at my name to confirm you our residence. Moreover, I am notarizing this affidavit of residence by one of our public notary in this area.

I assure you that all the documents and information presented in this letter are accurate and true and I will be held responsible for penalization if otherwise.

I will be available at the given number for you to contact me if you need further information or proofs of our residence. Similarly, you may contact me through email at the address given below.

Sincerely,

Your Name

Title