

# Address Confirmation Letter for Third-Party Verification

**Date:** \_\_\_\_\_

**To,**

The Verification Officer

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Subject: Address Confirmation Letter

This is to confirm that **[Full Name of Resident]**, holding ID/Reference No. **[XXXXXXXX]**, is presently residing at the following address:

**[Full Residential Address]**

**City:** [City/Town], **State:** [State], **PIN:** [Postal Code]

The above address has been verified and is being provided herewith for third-party verification purposes as requested.

If any further information is required regarding the above, please feel free to contact me.

Sincerely,

**[Your Name]**

[Your Designation/Relationship]

[Your Contact Number]

[Your Email Address]

- Ensure the details provided are complete and accurate before submission.
- The letter should be printed on company/official letterhead if possible.
- Attach supporting documents for address proof if instructed.
- Include your contact details to allow for additional verification if needed.
- This letter confirms residency as of the date stated above; notify the verifying party of any subsequent changes.