

RESIDENT WELFARE ASSOCIATION

[Name of Apartment/Society/Colony]

[Registered Address of RWA]

Date: _____
Ref. No.: _____

To Whomsoever It May Concern

This is to certify that Mr./Ms. _____, son/daughter of _____, is presently residing at Flat/House No. _____, Block/Sector _____, [Society/Colony Name], [Locality] since _____.

As per our records, the above-named individual has been residing at the stated address and is a bonafide resident/member of our society. This certificate is being issued at the request of the member for the purpose of address proof and can be produced for all legal and official purposes as required.

This statement is issued on the basis of the information available with the Association and to the best of our knowledge and belief.

For [Resident Welfare Association Name]

President / Secretary
Resident Welfare Association

Important Notes:

- This letter must be issued on official RWA letterhead with association stamp and signature.
- Attach supporting documents, such as utility bills or previous communication, to strengthen address proof.
- The association should verify ownership/rental/residence records before issuing.
- Most authorities may require recent date on the letter (not older than 3 months).
- This document does not substitute ownership or title proof; it only certifies residential status.