

A **Proof of Residency Letter** (also known as a residency affidavit or verification of address letter) is a written statement that confirms where a person resides. This document is often required for:

- School enrollment
- DMV or driver's license applications
- Government benefits or public assistance programs
- Immigration and visa processes
- Legal matters (e.g., custody cases, guardianship, or probation)
- Banking or financial verification

This type of letter is usually written by the individual themselves, a landlord, a roommate, or a legal guardian. It is often accompanied by documentation such as utility bills, lease agreements, or official mail showing the address.

When is a Proof of Residency Letter Needed?

Common Situations

You may be asked to provide a proof of residency letter in situations such as:

- Enrolling a child in a school district that requires verification of residency
- Applying for a state-issued ID or driver's license
- Registering to vote or proving eligibility for in-state tuition
- Claiming a tax benefit or filing for child custody or guardianship
- Demonstrating eligibility for housing, food, or health

What to Include in a Proof of Residency Letter

Core Elements

A valid proof of residency letter should include:

1. **Your full name and address**
2. **The name of the person whose residency is being verified** (if you're writing on someone else's behalf)
3. **The full address of the residence**
4. **Length of time the individual has lived at the address**
5. **Your relationship to the individual** (if applicable)
6. **A clear statement verifying residency**
7. **Your contact information** for verification, if required
8. **Your signature and date**

Some institutions may require the letter to be **notarized**, so always check the specific requirements of the organization requesting it.

Templates: Proof of Residency Letter

Template 1: Self-Written Proof of

Residency Letter

John Smith
456 Oak Street
Greenville, TX 75401
john.smith@email.com
(903) 555-1948
March 12, 2025

To Whom It May Concern,

I, John Smith, am writing to confirm that I currently reside at the address listed above:

456 Oak Street
Greenville, TX 75401

I have lived at this residence since August 2020 and continue to reside here as of the date of this letter. Attached is a copy of my most recent utility bill as further verification.

If additional information is required, I can be reached at the phone number or email listed above.

Sincerely,
John Smith

Template 2: Parent Writing on Behalf of Minor Child

Maria Hernandez
772 Willow Lane
Phoenix, AZ 85020
maria.hernandez@email.com
(602) 555-3392
April 8, 2025

To Whom It May Concern,

This letter is to verify that my son, Diego Hernandez, currently resides with me at the following address:

772 Willow Lane
Phoenix, AZ 85020

Diego has lived at this residence with me since his birth on May 15, 2010. This letter is being submitted as proof of residency for his school enrollment in the Roosevelt School District.

If you have any questions or need further information, I am available at the contact information listed above.

Sincerely,
Maria Hernandez

Template 3: Landlord Providing Residency Verification

Elena Ruiz
Owner, Ruiz Property Rentals
1452 Meadowbrook Dr.
Fresno, CA 93727
elena.ruiz@ruizrentals.com
(559) 555-8810
February 28, 2025

To Whom It May Concern,

I am writing to confirm that Anthony Rogers resides at one of my rental properties located at:
1452 Meadowbrook Dr., Apt. 2B
Fresno, CA 93727

Mr. Rogers has been a tenant at this address since June 2022 and is currently under a month-to-month lease agreement. His rent is paid directly to my property management company, and his residency is in good standing.

Please feel free to contact me if further verification is needed.

Sincerely,
Elena Ruiz
Ruiz Property Rentals

Tips for Strengthening Your Letter

Best Practices

- **Include backup documentation:** Attach a copy of a utility bill, lease, or mail with the person's name and address
- **Use formal, professional tone:** This is an official statement and may be used in a legal or administrative context
- **Keep it short and factual:** No need to include personal history or unrelated details
- **Check if notarization is required:** Some agencies may require a notarized version of the letter

Who Can Write a Proof of Residency Letter?

Acceptable Authors

The letter can be written by:

- The person verifying their own residency
- A landlord or property manager

- A roommate or housemate
- A parent or guardian (for a minor)
- An employer, shelter director, or caseworker (in special housing circumstances)

When writing on behalf of someone else, always include your relationship to the individual and your authority to confirm their address.

Common Mistakes to Avoid

Be Careful of These Errors

- **Missing address details:** Always include the full street address, city, and ZIP code
- **Leaving out the duration of residency:** This is critical for many applications
- **Failing to sign the letter:** Always sign and date the letter, even if submitting electronically
- **Sending without supporting documentation:** Some agencies will not accept the letter alone

Final Thoughts

Why This Letter Matters

Proof of residency letters are simple but important documents that help confirm your eligibility for services, rights, or access to benefits. Writing one that is clear, factual, and properly formatted increases the chance that your application

or request will be accepted quickly and without issue.

Always verify the specific requirements of the agency or institution requesting the letter, and when in doubt, include extra documentation or seek legal assistance.