

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

Subject: Pre-Employment Residency Verification

To [Candidate Name],

This letter is to request verification of your current residential address as part of our pre-employment background screening process for the position of [Job Title].

To ensure compliance with [Local/State/Federal] tax regulations and internal hiring policies, please provide one or more of the following documents:

- A valid Government-issued Photo ID showing your current address.
- A recent utility bill (gas, water, or electric) dated within the last 30 days.
- A signed lease agreement or mortgage statement.
- A recent bank statement.

Please upload the document(s) via [Submission Portal/Email] by [Deadline Date].

All information provided will be kept confidential and used solely for employment verification purposes. If you have any questions, please contact the HR department at [Phone Number] or [Email Address].

Sincerely,

[Hiring Manager or HR Representative Name]
[Title]
[Company Name]