

[Company Letterhead/Logo]

[Date]

[Contractor Full Name]  
[Contractor ID/Employee Number]  
[Current Phone Number]

**Subject: Confirmation of Temporary Residential Address**

Dear [Contractor Name],

This letter serves to formally confirm your temporary residential address for the duration of your contract with [Company Name], effective from [Start Date] to [End Date].

As per our records and the documentation provided, your temporary residence is located at:

[Street Address]  
[Suite/Apartment Number]  
[City, State, Zip Code]  
[Country]

This address will be used for all official correspondence, project-related mailings, and emergency contact purposes related to your current assignment. Please notify the Human Resources or Project Management department immediately should there be any changes to this arrangement.

Please note that this confirmation does not constitute a permanent change of residence for tax or legal purposes unless otherwise specified in your primary contract.

If you have any questions regarding this notification, please contact [Department Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Official]  
[Job Title]  
[Company Name]