To, Date:

The HR Manager. Place:

ABC Foundation.

Sub: Request for Address proof for a personal loan/home loan

Dear Sir/Madam,

 I Mr/Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ employee ID:\_\_\_\_\_\_\_\_\_\_\_\_\_working as a\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for last \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. And I am staying in the company residence. Recently I have applied for a personal loan/home loan and bank officials asked me to submit an address proof. All my address proofs consist of the address of my native place. If I submit them I don’t get any communication from the bank when they send any postal documents.

So here I am requesting you to please issue me an address proof letter so that I don’t miss any further communication from the bank.

Thanking you.

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.