Noah Laxity  
0938 Sherriff Apartments, New York City  
NY, United States

20th April 20XX

George Edward  
The Mayor, New York City, NY  
United States

Re. Request for Certificate of Residence

Dear Sir,

It is stated that I had been working in GHK Group of Companies in Albany, New York from December 20XX to May 20XX based on a contract. Now I have been shifted from Albany to New York City on a working or business basis. My stay here in the city shall not be of the temporary type as I have been approved as a permanent employee of the company’s franchise.

I request you to grant me a certificate of residence as my working place has asked for it to be submitted within the first week of May. Sir, as I have informed you it is the prerequisite of my working place that is why I request you to grant me the certificate on a priority basis. I have fulfilled the prior procedures to get the certificate, the further process shall be moved on with your kind approval. All the required attested copies of the documents and my ID have been enclosed.

Thank you in anticipation

Sincerely

(Signature)