

Address Confirmation Letter

Date: [Insert Date]

[Your Name]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are in the process of preparing your order for delivery and would like to confirm your shipping address to ensure that it arrives to you without any issues.

Please verify that the address we have on file is correct:

[Recipient's Address]

[City, State, Zip Code]

If any changes need to be made, please contact us at your earliest convenience. Your prompt response will help us ensure timely delivery.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]