

Delivery Address Verification Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to verify the delivery address associated with your order.

Order Number: [Insert Order Number]

Delivery Address: [Insert Delivery Address]

To ensure prompt and accurate delivery, please confirm that the address listed above is correct. If there are any changes or updates needed, kindly inform us at your earliest convenience.

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]