

Shipping Address Clarification Needed

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 regarding your recent order with us, as we have encountered some uncertainty regarding the shipping address provided.

Your current shipping address is listed as:

[Insert Shipping Address]

To ensure that your order is delivered promptly and accurately, could you please confirm if the address above is correct? If there are any changes or updates that need to be made, please let us know as soon as possible.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]