

Address Confirmation Letter

Date: [Insert Date]

To Whom It May Concern,

We are writing to confirm the address for the delivery of your parcel. Please review the details below:

Recipient Name: [Recipient Name]

Delivery Address:

[Street Address]

[City, State, Zip Code]

[Country]

If the above information is correct, please reply to this email with your confirmation. If there are any errors, inform us immediately so we can make the necessary adjustments.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]