

Address Reassessment Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to request a reassessment of the address associated with my package deliveries. My current address is:

[Your Name]

[Your Address]

[City, State, Zip Code]

Due to recent changes, I believe my address information may require updating/verification to ensure timely and accurate deliveries.

My tracking number is: [Insert Tracking Number].

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Email Address]