

Delivery Address Verification Request

Dear [Recipient's Name],

We hope this message finds you well. We are writing to request verification of your delivery address for your recent order placed on [Order Date].

Your current address on file is:

[Recipient's Address]

To ensure timely delivery, please confirm if this address is correct. If there are any changes needed, kindly provide the updated information at your earliest convenience.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]