

Verification Request for Delivery Address

Date: [Insert Date]

To Whom It May Concern,

We are writing to request verification of the delivery address associated with your account. Please provide the following information to ensure accurate and timely delivery of your orders:

- Full Name:
- Complete Address:
- Phone Number:

If the above details are correct, please reply to this email confirming the accuracy. If any updates are necessary, kindly provide the correct information at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]