

Confirmation Request for Shipping Location

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to confirm the shipping location for your recent order with us.

Details of the order:

- Order Number: [Insert Order Number]
- Product: [Insert Product Name]
- Quantity: [Insert Quantity]

Shipping Address:

[Insert Shipping Address]

Please confirm if this shipping address is correct or if there are any changes needed by replying to this email.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]