

Shipping Address Verification

Dear [Recipient's Name],

I hope this message finds you well. We are currently processing your recent order and would like to confirm the shipping address to ensure timely delivery.

Could you please verify the following address?

[Customer's Shipping Address]

If the address is correct, please respond with "confirmed." If there are any changes, kindly provide the updated address at your earliest convenience.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]