Request for Address Validation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to request confirmation and validation of the following address for shipment purposes:

[Insert Address Here]

This validation is crucial to ensure timely and accurate delivery of our shipment. Please verify the address and provide me with any necessary corrections or confirmations.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]