

Address Clarification Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the address associated with my account/record, as I believe there may be some discrepancies.

My current address is as follows:

[Your Current Address]

However, I have received communications at the following address:

[Incorrect Address, if applicable]

I would appreciate it if you could provide clarification on my registered address within your records. Please let me know if you need any further information or documentation from my side to expedite this process.

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

Sincerely,

[Your Name]