

Address Discrepancy Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a discrepancy we found regarding your address in our records. The address we currently have on file for you is:

[Current Address in Records]

However, you recently provided the following address:

[New Address Provided]

To ensure accuracy and prevent any issues with correspondence, please confirm your correct address at your earliest convenience. You can reply to this letter or contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[Phone Number]

[Email Address]