

# Address Rectification Notice

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice for Address Rectification

We hope this message finds you well. We are writing to inform you that there has been an error in our records regarding your address. The details currently on file are as follows:

**Incorrect Address:**

[Current Incorrect Address]

We kindly request you to verify your address and provide us with the correct details. Please find your correct address below:

**Correct Address:**

[Enter Correct Address]

We appreciate your prompt attention to this matter to ensure that our records are up to date. Please respond to this notice by [Insert Date] to confirm the changes.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]