

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Position]

[Company/Organization Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to verify the address associated with my account/application with [Company/Organization Name]. The details I have on file are as follows:

**Address:** [Your Address]

**Account/Application Number:** [Your Account/Application Number]

Please confirm whether this address is correct or if there are any updates that I should be aware of. Your assistance in this matter is greatly appreciated.

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

Sincerely,

[Your Name]