

Address Reconciliation Notification

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We have recently updated our records and are conducting a reconciliation of addresses to ensure accurate delivery of our logistics services. We kindly ask you to verify the following information:

- **Current Address:** [Insert Current Address]
- **Previous Address (if applicable):** [Insert Previous Address]

If the information is correct, please respond with a confirmation. If changes are needed, please provide the updated information by [Insert Response Deadline].

Thank you for your attention to this matter. Your prompt response will help us maintain efficient operations.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]