

# Address Scrutiny Notification

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Address Scrutiny for Shipping Services

We are writing to inform you that during our routine verification process, we noticed some discrepancies concerning your shipping address associated with your account.

To ensure timely delivery of your services, we kindly request you to verify and confirm the following address:

[Insert Address]

Please respond at your earliest convenience to confirm the accuracy of this address or provide any required amendments. Your prompt response will help us in maintaining the quality and reliability of our shipping services.

Thank you for your attention to this matter. Should you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]