

Address Verification Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm the address of the recipient for package delivery. Please find the details below:

Recipient Name: [Insert Recipient Name]

Address: [Insert Complete Address]

City: [Insert City]

State: [Insert State]

Zip Code: [Insert Zip Code]

We request that all packages be delivered to the address mentioned above. If you have any questions or require further confirmation, please feel free to contact us at [Insert Contact Information].

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Title]
[Your Company]