

Confirmatory Address Inquiry

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to confirm the shipping address for your recent order with us. To ensure that your order is delivered correctly and promptly, please verify the following address:

[Insert Customer's Address]

If this address is correct, please reply to this email with "Confirmed." If there are any changes or corrections needed, please provide the updated address by [Insert Deadline].

Thank you for your attention to this matter. We appreciate your business!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]