

Shipping Information Accuracy Check

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Dear [Recipient's Name],

We are reaching out to confirm the accuracy of the shipping information associated with your recent order placed on [Order Date]. Ensuring that your items reach you promptly and without issue is our top priority.

Please review the following shipping details:

- **Order Number:** [Order Number]
- **Recipient Name:** [Recipient Name]
- **Shipping Address:** [Shipping Address]
- **City, State, Zip:** [City, State, Zip]
- **Contact Number:** [Contact Number]

If any of the above information is incorrect or needs to be updated, please respond to this email as soon as possible.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]