

Update Required for Shipping Records

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are reaching out to inform you that we require an update on your shipping records for accurate processing of future orders. It is essential to maintain current and precise shipping information to ensure timely deliveries.

Please provide the following information:

- Current Shipping Address
- Contact Person
- Contact Phone Number
- Email Address

You can send the updated information to us via email at [Your Email Address] or contact us directly at [Your Phone Number]. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]