

# Vendor Information Verification Request

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address Line 1]

[Vendor Address Line 2]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our regular vendor management process, we are conducting a verification of our vendor records.

We kindly request your assistance in confirming the accuracy of the following address details that we have on file:

- Vendor Name: [Vendor Name]
- Address: [Vendor Address]
- City: [City]
- State: [State]
- Zip Code: [Zip Code]

Please verify if the above information is accurate or provide any necessary corrections by [Insert Response Deadline].

Your prompt attention to this matter is greatly appreciated. If you have any questions or need further assistance, feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]