

Address Confirmation Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. This is to confirm the address we have on file for you:

[Insert Confirmed Address]

If this information is correct, no further action is required. However, if there are any discrepancies or if you have moved, please contact us within [insert time frame] to provide your updated address.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]