

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm the mailing address you have on file for me. Please verify that the following address is correct:

[Your Mailing Address]

If there are any discrepancies, please let me know at your earliest convenience. It is important to me that my correspondence reaches the correct address.

Thank you for your attention to this matter. I look forward to your confirmation.

Sincerely,

[Your Name]