

Address Confirmation Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the address on record for [Insert Purpose: e.g., service delivery, correspondence, etc.].

Could you please verify if the following address is accurate:

[Insert Address to Confirm]

If there are any changes or if you require further information, please do not hesitate to reach out to me at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]