

Request for Mailing Address Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request verification of my mailing address as I am in the process of updating my records.

My current mailing address is:

[Your Mailing Address]

Please confirm if this is the address noted in your records. If there are any discrepancies or if additional information is required, do not hesitate to reach out to me at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter. I appreciate your prompt response.

Sincerely,

[Your Name]