

Request for Verification of Postal Address

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the verification of my postal address on record with your organization. Due to recent changes, I want to ensure that my information is up-to-date to receive all correspondence without any issues.

My current postal address is as follows:

[Your Postal Address]

I would appreciate your prompt attention to this matter and kindly request confirmation of the verification process at your earliest convenience. If any further information is required, please do not hesitate to contact me via the details provided above.

Thank you for your assistance.

Sincerely,

[Your Name]