

Verification of Current Postal Address

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to verify my current postal address as follows:

[Your Current Postal Address]

Please update your records accordingly. Should you require any further information or documentation, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]