

Address Accuracy Check

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are conducting an address accuracy check to ensure that our records are up to date. Please review the following address associated with your account:

[Insert Current Address]

If this address is correct, no further action is required. However, if you notice any discrepancies or if your address has changed, please provide the correct information at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]