

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the address confirmation I submitted on [Date of Initial Submission]. I wanted to ensure that you have received my request and to confirm that my address is correctly listed as follows:

[Your Confirmed Address]

If there are any issues or if you require further information, please do not hesitate to reach out to me. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]