

Official Address Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm your official address as follows:

[Recipient's Address]

[City, State, Zip Code]

If there are any discrepancies or if further information is needed, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]