

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the authentication of my postal address as part of [reason for request, e.g., a verification process, application requirement, etc.]. My current postal address is as follows:

[Your Current Postal Address]

I would appreciate it if you could verify this address and confirm it at your earliest convenience. If you require any additional information or documentation to assist in this process, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]