

Address Confirmation Notification

Dear [Recipient's Name],

We are writing to confirm the postal address you provided in our records. Please review the details below:

Postal Address:

[Street Address]

[City, State, Zip Code]

If the above information is correct, no further action is needed. If there are any discrepancies or if you need to make changes, please contact us at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]