

Delivery Service Reference Validation Letter

Date: [Insert Date]

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Recipient Name
Recipient Address
City, State, Zip Code

Dear [Recipient Name],

We are writing to validate the delivery service reference associated with your recent order, reference number [Insert Reference Number]. This is to ensure that all details are accurate and align with our records.

Please confirm the following information:

- Delivery Address: [Insert Delivery Address]
- Order Date: [Insert Order Date]
- Expected Delivery Date: [Insert Expected Delivery Date]

If the above information is correct, please reply to this email to confirm. If there are any discrepancies, kindly provide the updated information.

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]