

Address Correction Request

Date: [Insert Date]

To: [Insert Postal Service Name]

Address: [Insert Postal Service Address]

Dear Sir/Madam,

I am writing to request a correction to the address associated with my account. My name is [Your Name], and my account number is [Your Account Number].

The incorrect address currently on file is:

[Incorrect Address]

The correct address should be updated to:

[Correct Address]

I appreciate your prompt attention to this matter and look forward to your confirmation of the address correction.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]