

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Courier Company's Name]
[Courier Company's Address]
[City, State, ZIP Code]

Dear [Courier Company's Contact Person's Name],

Subject: Address Clarification for Courier Delivery

I hope this message finds you well. I am writing to clarify the delivery address for my recent order with tracking number [Tracking Number].

The intended delivery address is as follows:

[Recipient's Name]
[Full Delivery Address]
[City, State, ZIP Code]

Please ensure that the package is sent to the above address. If you have any questions or require further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,
[Your Name]