

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, ZIP Code]

Subject: Business Address Verification

Dear [Recipient's Name],

We are writing to verify the business address of [Business Name]. Please find the relevant details below:

- ****Business Name:**** [Business Name]

- ****Business Address:**** [Business Address]

- ****City, State, ZIP Code:**** [City, State, ZIP Code]

This verification is requested for [reason for verification, e.g., compliance, service provision, etc.].

Should you need any further information or clarification, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]