

[Your Name]
[Your Job Title]
[Your Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Job Title]
[Recipient Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Address Verification

I am writing to verify the address of [Individual/Entity Name] as part of our ongoing records management and compliance procedures. The verified address is as follows:

[Verified Address]
[City, State, Zip Code]

Please confirm the accuracy of this address at your earliest convenience. If there are any discrepancies or updates needed, do not hesitate to contact me directly.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company/Organization Name]