

Formal, official confirmation letter

Dear [Recipient Name],

This is to formally confirm that your address has been successfully updated in our records. The new address on file is as follows:

[New Address]

Please verify that the above information is correct. If any corrections are necessary, contact our office immediately to ensure your records remain accurate.

Thank you for your attention.

Sincerely,

[Your Name]

[Position]

[Company/Organization Name]

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