

Date: [Insert Date]

[Property Owner Name]
[Current Mailing Address]
[City, State, Zip Code]

Subject: Verification of Mailing Address for Property: [Property Address]

Dear [Property Owner Name],

Congratulations on your recent property purchase. According to our records, you have been identified as the new owner of the property located at:

[Insert Physical Address of the Property]

To ensure that all future correspondence, including tax statements, utility bills, and official notices, reaches you promptly, we request that you verify or update your preferred mailing address.

Please confirm the following information:

- **Owner Name(s):** [Insert Name]
- **Mailing Address:** [Insert Mailing Address]
- **City, State, Zip:** [Insert City, State, Zip]
- **Phone Number:** [Insert Phone Number]
- **Email Address:** [Insert Email Address]

If the information above is incorrect, please contact our office at [Insert Phone Number] or return this letter with the corrected details to the address listed below:

[Company/Department Name]
[Return Address]
[City, State, Zip Code]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Title]
[Your Company/Organization]