

[Your Name/Company Name]
[Your Current Business Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Vendor Contact Name]
[Vendor Company Name]
[Vendor Current Address]
[City, State, Zip Code]

Subject: Update to Preferred Vendor Business Address Information

Dear [Vendor Contact Name],

We are writing to officially confirm and update our records regarding the primary business address for [Vendor Company Name] as one of our preferred vendors.

Please confirm that the address listed below is the correct location for all future correspondence, deliveries, and billing purposes:

Registered Business Address:

[Street Address]
[Suite/Office Number]
[City, State, Zip Code]
[Country]

If there are specific addresses for different departments (e.g., Remittance or Shipping), please provide those details by replying to this letter or contacting [Department Name] at [Phone Number/Email].

Thank you for your continued partnership. We look forward to our ongoing business relationship.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]