

ADDRESS LETTER

Sender Information:

Full Name / Company: _____

Street Address: _____

City, State, ZIP: _____

Phone Number: _____

Email Address: _____

Recipient Information:

Full Name / Company: _____

Street Address: _____

City, State, ZIP: _____

Phone Number: _____

Email Address: _____

Subject:

Address Confirmation and Correspondence Authorization

Dear Sir or Madam, This letter serves as a formal confirmation of the address details provided below and authorizes the use of this address for all official correspondence pertaining to the undersigned. The undersigned hereby acknowledges and affirms that the information furnished herein is true, accurate, and complete to the best of their knowledge. The undersigned agrees to promptly notify the relevant parties in writing of any changes to the address listed below. Until such notification is given, all correspondence delivered to this address shall be deemed received by the undersigned. This authorization and confirmation shall be governed by and construed in accordance with the laws of the United States of America. Any disputes arising out of or relating to this letter shall be subject to the exclusive jurisdiction of the courts located within the appropriate venue in the United States. Please find the confirmed address information stated as follows:

Confirmed Address:

Street Address: _____

City, State, ZIP: _____

Country: _____

Representation and Warranties

The undersigned represents and warrants that they have the legal authority to provide and confirm the address information contained herein and that such information does not infringe on the rights of any third party.

Compliance with Law

The undersigned agrees to comply with all applicable federal, state, and local laws, regulations, and ordinances

regarding address reporting and correspondence.

Limitation of Liability

Neither party shall be liable for any indirect, incidental, consequential, or punitive damages arising out of or relating to the use of the confirmed address for correspondence except as may be caused by willful misconduct or gross negligence.

Confidentiality

All personal and address information contained in this letter shall be treated as confidential and used solely for the purposes stated herein, except as required by law.

Amendment and Waiver

No amendment or waiver of any provision of this letter shall be effective unless in writing and signed by both parties.

Severability

If any provision of this letter is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Entire Agreement

This letter constitutes the entire agreement between the parties with respect to the subject matter herein and supersedes all prior communications and agreements.

Governing Law and Venue

This letter shall be governed by the laws of the United States of America without regard to conflict of laws principles. The parties consent to the exclusive jurisdiction and venue of the state or federal courts located in the applicable jurisdiction.

SENDER'S SIGNATURE

RECIPIENT'S SIGNATURE

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title (if applicable): _____

Title (if applicable): _____

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