

# Delivery Location Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the delivery location for my recent order, [Order Number], scheduled for delivery on [Original Delivery Date].

Due to [brief explanation of reason, e.g., unforeseen circumstances, change of address], I would like to change the delivery address from:

[Original Delivery Address]

to:

[New Delivery Address]

I apologize for any inconvenience this request may cause and appreciate your understanding in this matter. Please let me know if you need any further information to process this change.

Thank you for your prompt attention to this request. I look forward to your confirmation.

Sincerely,

[Your Name]