

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to request an update to my delivery information for my recent order, #[Order Number], placed on [Order Date].

Due to [brief explanation of the reason for the change, e.g., moving to a new address], I need to update the delivery address to the following:

[New Delivery Address]

[City, State, Zip Code]

I would appreciate your prompt attention to this matter to ensure my order is delivered correctly. Please confirm once the changes have been made.

Thank you for your assistance.

Sincerely,

[Your Name]