

# Letter to Alter Shipping Choice

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an alteration to the shipping choice for my recent order, #[Order Number], placed on [Order Date].

Initially, I selected [Original Shipping Method]. However, I would like to change it to [New Shipping Method] due to [brief reason for change].

Thank you for your assistance with this matter. Please confirm the change at your earliest convenience.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]