

Customer Shipping Address Modification Request

Date: [Insert Date]

To,

Customer Service Team

[Company Name]

[Company Address]

Subject: Request for Modification of Shipping Address

Dear Customer Service Team,

I hope this message finds you well. I am writing to request a modification to the shipping address associated with my recent order.

Order Number: [Insert Order Number]

Current Shipping Address:

[Current Address Line 1]

[Current Address Line 2]

[City, State, Zip Code]

New Shipping Address:

[New Address Line 1]

[New Address Line 2]

[New City, New State, New Zip Code]

I would greatly appreciate it if you could update my shipping address at your earliest convenience. If you require any additional information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Email Address]