

# Corporate Shipping Account Update Request

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Shipping Company Name]

[Shipping Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to request an update to our corporate shipping account associated with the account number [Account Number].

Due to [reason for update, e.g., changes in company address, changes in billing information, etc.], we would like the following details to be updated:

- **Account Holder Name:** [New Name]
- **New Address:** [New Address]
- **New Billing Contact:** [New Billing Contact Name and Phone]
- **New Email Address:** [New Email Address]

We appreciate your prompt attention to this matter and request confirmation once the changes have been made. Should you require any further information or documentation, please do not hesitate to reach out.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]