

Shipping Information Change Request

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a change in the shipping information associated with my recent order, [Order Number].

Current Shipping Information:

Recipient Name: [Current Recipient Name]

Address: [Current Address]

City: [Current City]

State: [Current State]

Zip Code: [Current Zip Code]

New Shipping Information:

Recipient Name: [New Recipient Name]

Address: [New Address]

City: [New City]

State: [New State]

Zip Code: [New Zip Code]

Please let me know if you require any further information or documentation to process this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]