

Change of Address Request

Dear [Magazine Name] Customer Service,

I hope this message finds you well. I am writing to inform you of a change of address for my magazine subscription.

Current Address:

[Your Current Address Line 1]

[Your Current Address Line 2]

[City, State, Zip Code]

New Address:

[Your New Address Line 1]

[Your New Address Line 2]

[City, State, Zip Code]

My subscription details are as follows:

Name: [Your Full Name]

Subscription ID: [Your Subscription ID or Account Number]

Please update my address in your records as soon as possible to ensure that I continue receiving my issues without interruption.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]