

Request for Change of Mailing Address

Date: [Insert Date]

[Your Name]

[Your Current Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Customer Service Department

[Magazine Name]

[Magazine Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request a change of mailing address for my subscription to [Magazine Name].

My current mailing address is:

[Current Address]

I would like to update my mailing address to:

[New Address]

My subscriber ID (if applicable) is [Subscriber ID].

Please let me know if you require any further information to process this request.

Thank you for your assistance.

Sincerely,

[Your Name]