

Change of Address Notification

Date: [Insert Date]

Dear [Magazine Name] Subscription Team,

I am writing to inform you of a change in my address for my subscription to [Magazine Name]. Please update your records with my new address as follows:

New Address:

[Your Name]

[New Street Address]

[City, State, Zip Code]

Please confirm that you have updated my address in your system. If you have any questions, feel free to reach me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]