

LETTER SAMPLE

[Your Name]
[Your Company Name]
[Street Address]
[City, ST, Zip Code]

[Date]

[Your Customer's Name]
[Company Name]
[Street Address]
[City, ST, Zip Code]

Dear [Customer Name],

Our mailing address for payments is changing. Beginning [DATE], please send payments to our new address listed below:

[Your Name]
[Your New P.O. Box Number]
Dallas, TX 75267-XXXX [Last 4 numbers of your new P.O. Box Number]

Thank you,

[Your Name]
[Title]
[Company Name]

EMAIL MESSAGE SAMPLE

SUBJECT: New Mailing Address Effective [Date]

Dear [Your Customer's Name],

Our mailing address for payments is changing. Beginning [Date], please send payments to our new address listed below:

[Your Name]
[Your New P.O. Box Number]
Dallas, TX 75267-XXXX [Last 4 numbers of your new P.O. Box Number]

Thank you,

[Your Email Signature]