

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

DHL Customer Service

[Company Address]
[City, State, Zip Code]

Subject: Delivery Address Correction for Shipment [Tracking Number]

Dear DHL Customer Service,

I am writing to request a correction to the delivery address for my recent shipment with tracking number [Tracking Number]. The original address submitted was incorrect, and I would like to provide the correct address below:

****Original Address:****

[Original Address]

****Correct Address:****

[Correct Address]

I apologize for any inconvenience this may cause and appreciate your assistance in correcting this matter. Please confirm that the address has been updated and let me know if you need any additional information. Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]