

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

DHL Customer Service

[Address of DHL Customer Service]
[City, State, Zip Code]

Subject: Delivery Address Change Request

Dear DHL Customer Service,

I hope this message finds you well. I am writing to formally request a change to the delivery address associated with my account. My shipment details are as follows:

- Tracking Number: [Your Tracking Number]
- Current Delivery Address: [Current Address]
- New Delivery Address: [New Address]

I kindly ask that you update the delivery address for my shipment to ensure a successful delivery. Please confirm the change at your earliest convenience.

Thank you for your assistance.

Sincerely,
[Your Name]