

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

Ooma Customer Support

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

Subject: Notification of Address Change

Dear Ooma Customer Support,

I am writing to inform you of a change in my address associated with my Ooma account.

Current Address:

[Your Current Address]
[City, State, Zip Code]

New Address:

[Your New Address]
[City, State, Zip Code]

Please update my account information accordingly. If you require any additional information or documentation to process this change, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Ooma Account Number]