

PUT YOUR BUSINESS
LETTERHEAD HERE
(REQUIRED)

**EXEMPTION. BUSINESS
LETTERHEAD IS NOT
REQUIRED FOR SOLE
TRADERS**

Subject: Account Access Recovery Request

Hello Vodien,

This is to notify you that I am requesting to change the email address of my account, with Customer ID <Mxxxxxx>.

- Current Email Address: <current@email.com>
- New Email Address: <new@email.com>

I, <Your Name>, confirm that the domain name/s <yourdomain.com> is owned & operated by <business name> and as <position in the company or business>, I am authorised to act on behalf of this business and manage the domain name/s.

I confirm that all information in this letter is true and correct, and I will be liable for any complaints, legal claims, or damages brought against us for this change request.

I also understand that this request may result in moving my domain(s) to a new account when deemed necessary.

Sincerely,

<Your Signature>

<Your Name>