

Please print this letter on company letterhead, signed by a manager at your organization.

If your company doesn't have letterhead, please be sure to include your company's mailing address and phone number below:

COMPANY NAME

COMPANY PHONE NUMBER

ADDRESS 1

ADDRESS 2 CITY/STATE(PROVINCE)/COUNTRY

ZIP/POSTAL CODE

Hello Zendesk,

Please change the account owner for our account subdomain, per the details listed below:

- The Zendesk account subdomain: **SUBDOMAIN**
- The name and email address of the previous account owner: **NAME/EMAIL ADDRESS**
- The name and email address of the new account owner: **NAME/EMAIL ADDRESS**
- The last 4 digits of the credit card number on file: **LAST 4 DIGITS**
- The billing address of the credit card on file:

ADDRESS 1

ADDRESS 2

CITY/STATE(PROVINCE)/COUNTRY

ZIP/POSTAL CODE

This change is authorized with a signature by the manager or director of our organization listed below:

[Manager/Director name printed]