

**Contract Change of Address Request**

**To:** Senior VP, Head of Legal & Business Affairs  
Warner/Chappell Music, Inc.  
10585 Santa Monica Blvd.  
Los Angeles, CA 90025

**From:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RE:** \_\_\_\_\_  
(Agreement(s) or W/C Royalty account number(s))

**Soc. Sec.# or Fed ID:** \_\_\_\_\_

1) Please be advised that my new address is as follows (**new address will supercede any and all prior addresses**):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

2) All payments & royalty statements should be mailed to (**if different than #1 above**):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) For all licensing approvals (**if different than #1 above**):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

4) Please send (via mail or fax) a courtesy copy of each formal notice to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_

Please update your records to reflect the above changes in respect of the above-referenced agreement(s)/account(s).

Very truly yours,

\_\_\_\_\_  
(Not valid without original signature)