

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

[Recipient Name]
[Company/Organization Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inform you of a change in my address.

My previous address was:

[Old Address]
[City, State, ZIP Code]

My new address is:

[New Address]
[City, State, ZIP Code]

Please update your records accordingly. I appreciate your attention to this matter and look forward to your confirmation of the update.

Thank you for your assistance.

Sincerely,

[Your Name]