

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally inform you of my change of address following my recent marriage.

My new address is:

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

Please update your records accordingly to ensure that any correspondence is sent to my new address. If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]