

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally inform you of a change in my address. Please update your records with my new address as follows:

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

This change will be effective as of [Effective Date]. I appreciate your assistance in updating my information in a timely manner.

Thank you for your attention to this matter.

Sincerely,

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