

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]
[Recipient Name]
[Recipient's Address or Company Name]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of my upcoming international move and to request an update to my address in your records.

Effective [Date of Address Change], my new address will be:

[Your New Address]
[City, State, Zip Code]
[Country]

Please update your records accordingly. If you require any additional information or documentation, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,
[Your Name]