

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

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you of my change of address.

My new address will be:

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

Please update your records accordingly. I would appreciate it if you could confirm the receipt of this notice and let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]