

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of my change of address due to my recent move.

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

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

Please update your records accordingly. I appreciate your attention to this matter and look forward to continuing our association.

Thank you for your understanding.

Sincerely,

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