

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

[Recipient Name 1]
[Recipient Address 1]
[City, State, Zip Code]
[Recipient Name 2]
[Recipient Address 2]
[City, State, Zip Code]
[Recipient Name 3]
[Recipient Address 3]
[City, State, Zip Code]

Dear [Recipient Names],
I hope this message finds you well. I am writing to inform you of a
change in my address. Effective [Effective Date], my new address will be:
[New Address]

[City, State, Zip Code]
Please update your records accordingly. I appreciate your attention to
this matter and thank you for your understanding.
If you have any questions or need further information, please feel free
to reach out.
Best regards,
[Your Name]