

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you of my recent address change and to update my contact information.

My new address is:

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

Additionally, I would like to provide my new phone number: [New Phone Number].

Please update your records accordingly. If you have any questions or need further information, feel free to contact me at my new phone number or via email.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Previous Phone Number (if necessary)]