

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

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

Dear [Recipient Name],

I am writing to inform you of my recent address change. Please update your records accordingly.

My new address is:

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

I appreciate your attention to this matter and look forward to your confirmation.

Thank you for your cooperation.

Sincerely,
[Your Name]