

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

[School Name]
[School Address]
[City, State, ZIP Code]

Dear [Principal's Name or School Registrar's Name],
I am writing to inform you of a change in my address. As of [date of move], my new address will be:

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

Please update my records accordingly. My child, [Child's Name], is currently enrolled in [Grade/Class Name], and I want to ensure that all correspondence and school-related information is sent to the correct address.

Thank you for your attention to this matter. If you have any questions or need further information, please feel free to contact me at [your phone number or email address].

Sincerely,
[Your Name]
[Relationship to Student]