

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

[Recipient Name]
[Recipient's Position]
[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 a change in my address. Please update your records to reflect my new address as follows:

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

The change will take effect on [Effective Date of Move]. Kindly confirm the update at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

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