

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you that I have recently changed my address.

My new address is:

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

Please update your records accordingly. If you need any further information or confirmation, feel free to reach out to me.

Thank you for your understanding.

Best regards,

[Your Name]