

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally 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]

This change will be effective as of [Date of Change]. I appreciate your attention to this matter, and if you require any additional information or documentation, please feel free to reach out to me.

Thank you for your understanding.

Sincerely,
[Your Name]