

[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 change of address. Please update your records accordingly.

****New Address:****

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

I appreciate your attention to this matter and prompt updates to my information.

Thank you for your assistance.

Sincerely,

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