

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
United States Citizenship and Immigration Services  
[Insert Office Address]  
[City, State, Zip Code]  
Subject: Change of Address Notification  
Dear Sir/Madam,  
I am writing to formally notify you of my change of address.  
My previous address was:  
[Previous Address]  
My new address is:  
[New Address]  
Please update your records accordingly. My USCIS case number is [Your  
Case Number].  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]