

[Your Name]
[Your Current 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 formally confirm my change of address. Please update your records with my new address as follows:

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

My moving date was [Date of Move], and I would appreciate it if you could send any future correspondence to my new address.

Thank you for your attention to this matter. If you have any questions, feel free to reach out to me.

Sincerely,
[Your Name]