

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

[Recipient Name]  
[Recipient's Position, if applicable]  
[Company/Organization Name]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you of my change of residence. As of [Date of Moving], my new address will be:

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

Please update your records accordingly. I appreciate your attention to this matter and look forward to continuing our correspondence at my new address.

Thank you for your understanding.

Sincerely,  
[Your Name]