

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

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

Dear [Recipient's Name],

I am writing to inform you of my address change. Please update your records with my new address effective [Effective Date].

My new address is:

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

If you need any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]