

[Your Name]  
[Your Current Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally inform you that I am changing my address. Please update your records to reflect my new address, effective [Effective Date of Change].

New Address:

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

I appreciate your attention to this matter and look forward to your confirmation of this change.

Thank you for your cooperation.

Sincerely,  
[Your Name]