

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

[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my change of address. Please update your records with my new information as follows:

New Address:

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

The address change will be effective as of [Effective Date]. Please let me know if you require any further information or documentation to process this change.

Thank you for your attention to this matter.

Sincerely,
[Your Name]