

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

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

Dear [Recipient's Name],

I am writing to formally notify you of a change in my residential address for legal purposes. My previous address was:

[Old Address]  
[City, State, ZIP Code]

As of [Effective Date], my new address is:

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

Please update your records accordingly. Should you require any further information or documentation related to this address change, feel free to contact me at the above-mentioned phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]