

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inform you of my recent change of address.

My new address is:

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

Please update your records accordingly. Thank you for your attention to this matter.

Sincerely,
[Your Name]