

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of my change of address effective [Effective Date].

My new address is:

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

Please update your records accordingly. If you have any questions or require further information, feel free to contact me at the above email or phone number.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]