

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you of a change in my address. Please update your records accordingly.

My new address is:

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

The effective date of this change is [Effective Date]. Please let me know if you require any further information or documentation regarding this change.

Thank you for your attention to this matter.

Sincerely,
[Your Name]