

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally inform you of my change of address.

Effective [Date of Change], my new address will be:

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

Please update your records accordingly. Should you require any further information or need to reach me, I can be contacted at my email or phone number listed above.

Thank you for your attention to this matter.

Sincerely,
[Your Name]