

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

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

Dear [Recipient Name],

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

My new address is:

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

I would appreciate it if all future correspondence could be directed to my new address. Thank you for your attention to this matter.

Sincerely,  
[Your Name]