

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

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

Dear [Recipient Name],

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

My new address is:

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

Thank you for your attention to this matter. Please let me know if you need any further information.

Best regards,

[Your Name]