

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

[Recipient Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you that I will be changing my address effective [insert date]. My new address will be:

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

Please update your records accordingly. I appreciate your attention to this matter, and I look forward to staying in touch.

Thank you!

Sincerely,

[Your Name]