

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

[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Principal's Name or Appropriate Title],  
I hope this message finds you well. I am writing to inform you of a change in my address. Please update your records to reflect my new address:

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

This change will take effect as of [Effective Date]. If you require any further information or documentation to process this change, please feel free to contact me at [Your Phone Number] or [Your Email Address].  
Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Child's Name]  
[Your Child's Grade/Class]