

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department Name]
Flathead Valley Community College
[College Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to inform you of my change of address. Please update your
records with my new contact information.
New Address:
[Your New Address]
[City, State, Zip Code]
If you need any further information or documents to process this change,
please let me know.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Student ID (if applicable)]