

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

Income Tax Department

[Relevant Tax Office Address]  
[City, State, Zip Code]

Subject: Change of Address for Income Tax Purposes

Dear Sir/Madam,

I am writing to request a change of address in your records for my income tax file. Please find my current and new address details below:

**\*\*Current Address:\*\***

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

**\*\*New Address:\*\***

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

My Tax Identification Number (TIN) is: [Your TIN].

I kindly request you to update my address in your records. Please let me know if you require any further information or documentation to process this request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]