

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

[Recipient Name]
[Exam Board/Organization Name]
[Board Address]
[City, State, Zip Code]

Subject: Change of Address for JGS Exam Registration

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inform you of my change of address regarding my registration for the JGS exam.

****Old Address:****

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

****New Address:****

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

Please update your records accordingly. My registration details are as follows:

- Full Name: [Your Full Name]
- Registration Number: [Your Registration Number]

Thank you for your attention to this matter. If you need any further information, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]