

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Principal's Name]
[School Name]
[School Address]
[City, State, Zip Code]
Dear [Principal's Name],
Subject: Change of Address Notification
I hope this message finds you well. I am writing to formally inform you
of a change in my address.
My previous address was:
[Old Address]
I have recently moved to:
[New Address]
Please update your records accordingly. If you require any additional
information or documentation, 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 (if applicable)]
[Grade/Class (if applicable)]