

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

[Recipient Name]  
[Recipient Title]  
[KCPS Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of certain changes that have occurred regarding [specific details about the change, e.g., residency, contact information, enrollment status, etc.].

[Provide details of the changes, including dates, reasons if necessary, and any other relevant information.]

I kindly request that you update your records accordingly. If you need any further information or documentation to facilitate this process, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position, if applicable]