

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, Postal Code]

Dear [Recipient's Name],

Subject: Change of Address Notification

I hope this message finds you well. I am writing to formally inform you that I have changed my address. Please update your records accordingly.

New Address:

[Your New Address]  
[City, Postal Code]

If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]