

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

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally inform you of a change in my address.

Effective [date of change], my new address will be:

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

Please update your records accordingly to ensure that all future correspondence reaches me at my new location. Should you require any further information or confirmation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]