

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inform you that I have changed my address. Please update your records accordingly.

New Address:

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

Effective Date: [Effective Date of Move]

Thank you for your attention to this matter. If you have any questions, please feel free to contact me.

Sincerely,
[Your Name]