

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to inform you of a change in my postal address. Please update your records to reflect my new address as follows:

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

This change will take effect from [Effective Date]. I appreciate your attention to this matter, and I apologize for any inconvenience this may cause.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Job Title]