

[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],
Subject: Change of Address Notification
I am writing to formally notify you of a change to my mailing address.
Please update your records accordingly.
My new address is as follows:
[Your New Address]
[City, State, Zip Code]
The effective date of this change will be [Effective Date]. Please ensure
that all future correspondence is sent to my new address.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]