

[Your Name]  
[Your Current Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name],  
Subject: Change of Address Notification  
I am writing to formally inform you of my change of address. My new  
address is as follows:  
[Your New Address]  
[City, State, ZIP Code]  
Please update your records accordingly to ensure that all future  
correspondence is sent to my new address.  
Thank you for your prompt attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]