

[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 recently changed my postal address. Please update your records accordingly.

My new address is:

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

This change is effective as of [Effective Date]. Please ensure that all future correspondence is sent to my new address.

Thank you for your attention to this matter.

Sincerely,

[Your Name]