

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

[Recipient Name]
[Company/Organization Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to confirm my recent request to change my postal address in your records. Please find my new address details below:

New Address:

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

I would appreciate it if you could update your records accordingly to ensure that all future correspondence is directed to my new address. If you require any further information, please feel free to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,
[Your Name]