

[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 hope this message finds you well. I am writing to inform you of a change in my postal address.

Effective [Date of Address Change], my new address will be:

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

Please update your records accordingly. If you require any further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]