

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you of a change in my postal address.

My previous address was:

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

My new address is:

[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 Signature (if sending a hard copy)]
[Your Printed Name]