

[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 formally notify you of a change in my postal address.

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

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

Please update your records accordingly. I would appreciate it if you could confirm the receipt of this notification and let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,
[Your Name]