

[Your Name]  
[Your 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],  
Subject: Request for Postal Address Change  
I am writing to formally request a change of my postal address associated  
with my account. Please update my records as follows:  
New Address:  
[New Address]  
[City, State, Zip Code]  
Please let me know if you require any additional information or  
documentation to process this request.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Account Number (if applicable)]