

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

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Update of Postal Address

I am writing to inform you of a change in my postal address. Please update your records with the new address provided below:

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

This change will take effect from [Effective Date]. Kindly ensure that all future correspondence is sent to my new address.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]