

[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 am writing to formally notify 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 to ensure that all future
correspondence is sent to my new address. If you require any further
information or confirmation, please feel free to contact me at [Your
Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Job Title]