

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally inform you of my change of residence effective [moving date]. My new address will be:

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

Please update your records accordingly to ensure that all future correspondence is directed to my new address. If you require any additional information to process this change, feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,
[Your Name]