

[Your Name]  
[Your Old Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name],  
I am writing to inform you of a change in my postal address. Please  
update your records accordingly.  
\*\*New Address:\*\*  
[Your New Address]  
[City, State, ZIP Code]  
My previous address was:  
[Your Old Address]  
I appreciate your attention to this matter and thank you for your  
assistance.  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]