

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Roads and Transport Authority]  
[Authority's Address]  
[City, State, Zip Code]  
Subject: Request for Address Change

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an address change for my records with the Roads and Transport Authority. Please find my details below:

- Full Name: [Your Full Name]
- Current Address: [Your Current Address]
- New Address: [Your New Address]
- [Any additional information required, e.g., driver's license number, vehicle registration number, etc.]

I would appreciate your assistance in updating my records to reflect this new address. If further information or documentation is needed, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]