

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you that I will be moving to a new address. My new address will be:

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

I will be moving on [Moving Date], and I wanted to make sure you have my updated contact information. Please feel free to reach out to me at my new address or via my phone/email if you would like to stay in touch. Thank you for your understanding, and I look forward to staying connected!

Best regards,
[Your Name]