

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

[Recipient Name]
[Credit Union Name]
[Credit Union Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Address Change Notification

I am writing to inform you of a change in my address associated with my account at [Credit Union Name].

Please update your records with my new address as follows:

New Address:

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

My account number is [Your Account Number]. Please let me know if you need any additional information to process this change.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]