

[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 of my recent address change.

Effective [Date of Move], my new address will be:

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

Please update your records accordingly. If you have any questions or require further information, feel free to reach out to me at my new contact information provided above.

Thank you for your attention to this matter.

Sincerely,
[Your Name]