

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

[School Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Address Confirmation Letter

I am writing to confirm my current address as required by the school records.

My details are as follows:

- Full Name: [Your Full Name]
- Address: [Your Complete Address]
- Student Name (if applicable): [Child's Name]
- Grade/Class: [Child's Grade/Class]

Please update your records accordingly. If you require any further information or documentation, please feel free to contact me at the above phone number or email address.

Thank you for your attention to this matter.

Sincerely,

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