

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

[Recipient Name]
[Recipient's Position] (if applicable)
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you of my recent change of address.

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

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

Please update your records accordingly. If you need any further information or documentation regarding this change, feel free to reach out to me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]