

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a change in my personal address. Please update your records accordingly.

My previous address was:

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

My new address is:

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

If you have any questions or require further information, please do not hesitate to contact me. Thank you for your attention to this matter.

Sincerely,  
[Your Name]