

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name or HR Department]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP Code]

Dear [Employer's Name/HR Department],  
I am writing to formally notify you of a change in my address. Please  
update your records with my new address as follows:

New Address:

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

Effective Date: [Date of Address Change]

Thank you for your attention to this matter. Please feel free to contact  
me if you need any further information.

Sincerely,

[Your Name]  
[Your Job Title]  
[Employee ID (if applicable)]