

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
I hope this message finds you well. I am writing to formally notify you
of my change of address.
New Address:
[Your New Address]
[City, State, Zip Code]
Please update your records to reflect this change, effective [Effective
Date]. I appreciate your attention to this matter and kindly ask you to
confirm the update at your earliest convenience.
Thank you for your assistance.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]