

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

[Recipient Name]  
[Recipient Title/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inform you of my change of address. Please update your records with my new address as follows:

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

I would appreciate your prompt attention to this matter. Should you require any further information, please do not hesitate to contact me. Thank you for your cooperation.

Sincerely,  
[Your Name]