

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

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

Dear [Recipient's Name],

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

Please update your records with my new address as follows:

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

My contact number and email address remain the same. Please let me know if you need any further information.

Thank you for your attention to this matter.

Sincerely,
[Your Name]