

[Your Name]  
[Your Job Title]  
[Your Company]  
[Your Current Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of a change in my address. Effective [Effective Date], my new address will be:

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

Please update your records accordingly. I appreciate your understanding and assistance during this transition.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company]