

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

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

Dear [Recipient Name],

I am writing to inform you that I have recently changed my address. My new address is as follows:

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

Please update your records accordingly. If you have any questions, feel free to reach out to me at the contact information provided above.

Thank you for your attention to this matter.

Sincerely,
[Your Name]