

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

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

Dear [Recipient's Name],

I am writing to inform you of my address change. As of [effective date], my new address will be:

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

Please update your records accordingly. If you need any further information, feel free to contact me at [your phone number or email address].

Thank you for your attention to this matter.

Sincerely,
[Your Name]