

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to officially notify you of a change in my address.

Effective [Date of New Address], 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 my current email or phone number. Thank you for your attention to this matter.

Sincerely,
[Your Name]