

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about some important updates regarding your residential information.

New Address Details

Effective [Effective Date], your new residential address will be:

[New Address]

Contact Information

Please update your records with the following contact information:

- Phone: [New Phone Number]
- Email: [New Email Address]

Additional Information

If you have any questions or need further assistance, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]