

[Your Name]

[Your Current Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an update to my residential address. Please note my new address is:

[Your New Address]

[City, State, Zip Code]

Kindly update your records accordingly. If you have any questions or need further information, please feel free to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]