Tenant Address Adjustment Letter

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my address on record due to my recent move.

My current address is:

[Old Address]

My new address is:

[New Address]

Please update your records accordingly. I would appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]