

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

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to formally notify you of my change of address. As of [Effective Date], my new address will be:

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

Please update your records accordingly. Should you have any questions or require further information, feel free to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]