

Moving Address Announcement

Date: [Insert Date]

Dear [Landlord's/Property Manager's Name],

I hope this message finds you well. I am writing to formally announce my upcoming move. As of [Moving Date], I will be relocating to a new address:

[New Address]

Please update your records accordingly. My last day at [Current Address] will be [Last Day of Residence]. I want to express my gratitude for your support during my tenancy.

If there are any forms or procedures to complete before my move, please let me know.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]