

# Address Update Notification

Date: [Insert Date]

[Your Name]

[Your Current Address]

[City, State, ZIP Code]

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

I hope this message finds you well. I am writing to inform you that I will be relocating to a new address. Please update your records accordingly.

New Address:

[New Address]

[City, State, ZIP Code]

I kindly request that you confirm the receipt of this address update. If you require any further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]