

Mailing Address Update Alert

Date: [Insert Date]

To: [Landlord/Property Manager Name]

From: [Tenant Name]

Subject: Updated Mailing Address Notification

Dear [Landlord/Property Manager Name],

I hope this message finds you well. I am writing to inform you of my updated mailing address. Please update your records accordingly.

New Mailing Address:

[New Address Line 1]

[New Address Line 2]

[City, State, Zip Code]

My previous mailing address was:

[Old Address Line 1]

[Old Address Line 2]

[City, State, Zip Code]

Thank you for your attention to this matter. Please feel free to reach out if you require any further information.

Sincerely,

[Tenant Name]

[Tenant Phone Number]

[Tenant Email Address]