

Tenant Application for Postal Address Update

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 update to my postal address associated with my tenancy at [Current Address].

Due to [brief reason for address change, e.g., relocation, error in previous address], my new postal address is as follows:

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

It is important that all future correspondence and any relevant documents are sent to my new address. I kindly ask for your assistance in updating this information in your records.

Thank you for your understanding and prompt attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Best regards,

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