

Tenant Communication for Mail Transfer

Date: [Insert Date]

To: [Landlord/Property Manager Name]

Address: [Insert Address]

Dear [Landlord/Property Manager Name],

I hope this message finds you well. I am writing to formally request the transfer of my mail to my new address. As of [Insert Move Date], I will be residing at [New Address].

Please update any necessary records to ensure that my correspondence is directed to my new location. My tenant information is as follows:

- Name: [Your Name]
- Current Address: [Current Address]
- New Address: [New Address]

If you require any additional information or confirmation, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]