

# Tenant Directive for Mailing Address Change

Date: [Insert Date]

[Your Name]

[Your Current Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to inform you that I am changing my mailing address. Effective immediately, please update your records to reflect my new mailing address as follows:

[New Mailing Address]

[City, State, Zip Code]

Please let me know if you need any additional information or forms to complete this change. Thank you for your attention to this matter.

Sincerely,

[Your Name]