

Change of Postal Address Notification

Tenant's Name: [Your Name]

Current Address: [Your Current Address]

New Address: [Your New Address]

Date: [Date]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you of a change in my postal address. Please update your records accordingly.

Effective [Effective Date], my new postal address will be:

[Your New Address]

I kindly ask you to ensure that all future correspondence, including rent statements and notices, is sent to my new address.

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Contact Information]