

Tenant Request for Mail Forwarding

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 the forwarding of my mail to my new address. Due to my recent move, I would like to ensure that any mail sent to my previous address is forwarded to:

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

For your reference, my previous address was:

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

I would appreciate your assistance in this matter and would be grateful if this request could be processed at your earliest convenience. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,
[Your Name]