

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that my address has changed. Please update your records accordingly.

My new address is:

[Your New Address]

Thank you for your attention to this matter. Should you have any questions, please feel free to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Email]

[Your Phone Number]