

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to inform you of my new address for my life insurance policy, policy number [Your Policy Number]. Please update your records to reflect the following change:

[New Address]

[City, State, ZIP Code]

If you require any further information or documentation, please feel free to reach out to me at the contact details provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]