

Notification of Change of Address

Date: [Insert Date]

[Your Name]

[Your Title]

[Dealership Name]

[Old Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter serves as a formal notification of the change of address for our motor vehicle dealer license. Please update your records accordingly.

New Address:

[New Address]

[City, State, Zip Code]

Our dealer license number is: [Insert License Number]. We appreciate your attention to this matter and look forward to your confirmation of the address change.

If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Dealership Name]