

# Change of Address Notification

[Your Name]

[Your Current Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to formally notify you of a change in my address associated with my engineering practice license. Please update your records with my new address as follows:

**New Address:**

[New Address]

[City, State, Zip Code]

My engineering practice license number is [License Number]. I kindly request that you update my information in your records at your earliest convenience.

If you require any further information to process this change, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]