

Address Change Notification

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you that we have updated your address in our records as per your recent request.

Previous Address:

[Previous Address]

New Address:

[New Address]

If you did not request this change or if you believe there has been an error, please contact us immediately at [Contact Information].

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Your Company Contact Information]