

Tenant Change of Mail Receiving Location

Date: _____

Landlord/Property Manager Name
Address
City, State, ZIP Code

Dear [Landlord/Property Manager's Name],

I, [Your Name], am writing to formally request a change in my mail receiving location for my apartment/unit located at [Your Current Address/Unit Number].

Effective [Effective Date], I would like my mail to be redirected to the following address:

[New Mail Receiving Address]
[City, State, ZIP Code]

This change is necessary due to [brief reason for the change, e.g., moving temporarily, personal reasons, etc.]. I will inform you in advance of any further changes that may be necessary regarding my mail delivery.

Thank you for your understanding and prompt attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any additional information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]