

Tenant Mail Forwarding Request

Date: [Insert Date]

From:

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request the forwarding of my mail due to my upcoming move. My new address is as follows:

[New Address]
[City, State, Zip Code]

Kindly forward any mail that arrives for me at my old address to my new address starting from [Insert Date]. Please let me know if this request can be accommodated or if you need any further information from my side.

Thank you for your assistance.

Sincerely,

[Your Name]