

Tenant Permanent Mailing Address Update

Date: [Insert Date]

To: [Landlord's Name or Property Management]

Address: [Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you of my permanent mailing address update as a tenant at [Your Current Address]. Effective [Effective Date], my new mailing address will be:

[Your New Permanent Address]

Please update your records accordingly. Should you need any further information or documentation, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Current Address]

[Your Phone Number]

[Your Email Address]