

# Letter for Temporary Mail Delivery Change

**Date:** [Insert Date]

**To:** [Landlord/Property Manager Name]

**Address:** [Landlord/Property Manager Address]

**From:** [Tenant Name]

**Address:** [Tenant Address]

Dear [Landlord/Property Manager Name],

I hope this message finds you well. I am writing to inform you of a temporary change in my mail delivery address due to [reason, e.g., temporary relocation, travel, etc.]. I kindly request your assistance in forwarding my mail during this period.

**Temporary Address for Mail Delivery:**

[Temporary Address]

[City, State, Zip Code]

This temporary change will be effective from [start date] to [end date]. I will ensure to keep you updated should there be any changes to this timeline.

Thank you for your understanding and support. Please feel free to reach out if you need any further information.

Sincerely,

[Tenant Name]

[Tenant Phone Number]

[Tenant Email Address]