

Request for Address Change on Rental Application

Date: [Insert Date]

To: [Landlord's/Property Manager's Name]

[Landlord's/Property Management Company Name]

[Property Address]

[City, State, Zip Code]

Dear [Landlord's/Property Manager's Name],

I hope this message finds you well. I am writing to formally request a change of address in my rental application records. My current address is [Current Address], but I have recently relocated to [New Address].

Please update my records accordingly. My new contact number is [Your Phone Number] and my email address remains [Your Email Address].

Thank you for your attention to this matter. Should you need any further information, please feel free to contact me.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Your Phone Number]

[Your Email Address]