

Address Transition Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Current Address]

Dear [Tenant's Name],

This notice is to inform you that the address for the residential unit that you currently occupy will be transitioning to a new address.

Effective [Effective Date], your new address will be: [New Address]

Please ensure that you update your records accordingly and inform any relevant parties of your new address.

If you have any questions or concerns regarding this transition, please 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 Title or Position]

[Your Contact Information]