

Change of Address Notice

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

[Landlord/Property Manager's Address]

Dear [Landlord/Property Manager's Name],

I am writing to formally notify you of my change of address as a leaseholder at [Old Address]. Effective [Effective Date], my new address will be:

[New Address]

Please update your records accordingly. If you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]