

Notification of Updated Address

Date: [Insert Date]

To: [Tenant Name]

Address: [Old Address]

Dear [Tenant Name],

We hope this message finds you well. This letter serves as a formal notification that our records have been updated to reflect your new address. Please find the details below:

New Address: [New Address]

We kindly ask you to update your records accordingly, and ensure that all future correspondence is directed to your new address. If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]