

Address Update Acknowledgment

Date: [Insert Date]

From: [Your Company Name]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Thank you for informing us about your recent address change. We have successfully updated our records with your new address:

[New Address]

If you have any further updates or need additional assistance, please do not hesitate to contact us.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]