

From:

[Your Name]

[Your Current Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Current Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I have recently changed my mailing address. Please update your records accordingly:

New Mailing Address:

[Your New Address]

[City, State, Zip Code]

If you have any questions or need further information, 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]