

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Licensing Body Name]

[Licensing Body Address]

[City, State, Zip Code]

Dear [Licensing Body Contact/To Whom It May Concern],

I am writing to inform you that I have recently changed my mailing address. Please update your records with my new address as stated below.

**New Mailing Address:**

[New Address]

[City, State, Zip Code]

My license number is [Your License Number]. I appreciate your prompt attention to this matter so that I may continue to receive important communications related to my licensing.

Thank you for your assistance. Please feel free to contact me if you need any further information.

Sincerely,

[Your Name]