

Change of Mailing Address Notification

Date: [Insert Date]

To: [School or Institution Name]

Address: [School or Institution Address]

Dear [Principal's/Administrator's Name],

I hope this message finds you well. I am writing to formally inform you of a change in my mailing address.

My previous address was:

[Old Address]

My new mailing address is:

[New Address]

Please update your records accordingly to ensure that all future correspondence is sent to the correct address.

Thank you for your attention to this matter. Should you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Student ID (if applicable)]

[Your Grade/Class]