

Date: [Insert Date]

[Embassy Name]

[Embassy Address Line 1]

[Embassy Address Line 2]

[City, State, ZIP Code]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address Line 1]

[Recipient Address Line 2]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Revision of Official Embassy Address

We are writing to inform you of a revision to the official address of our embassy. Please note the updated details below:

New Embassy Address:

[New Embassy Address Line 1]

[New Embassy Address Line 2]

[New City, State, ZIP Code]

We kindly ask you to update your records accordingly and direct all future correspondence to the new address.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Embassy Name]

[Contact Information]