

# Letter to Update Mailing Address

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Embassy Name]

[Old Mailing Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to inform you of an update to our mailing address. Please find our new address details below:

**New Mailing Address:**

[New Mailing Address]

[City, State, Zip Code]

We kindly request you to update your records accordingly. Should you need any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]