

Address Change Notification

Date: [Insert Date]

To: [School Name]

Address: [School Address]

Dear [Principal's Name],

I hope this message finds you well. I am writing to inform you of a change in our address. Effective [Insert Effective Date], our new address will be:

[New Address Line 1]

[New Address Line 2]

[City, State, Zip Code]

Please update your records accordingly. If you have any questions or require further information, do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Relationship to Student]

[Student's Name]

[Current Address]