

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you that I have recently changed my address. Please update your records with my new address as follows:

[New Address]  
[City, State, Zip Code]

This change is effective as of [Effective Date]. I appreciate your assistance in updating my contact information for all future correspondence and services.

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

Sincerely,

[Your Name]