

Address Update Notification

Date: [Insert Date]

To: [School/Institution Name]

Address: [School/Institution Address]

Dear [Principal's Name or Registrar's Name],

I am writing to inform you that I have recently changed my address. Please update your records accordingly.

My new address is:

[Your Full Name]

[New Address Line 1]

[New Address Line 2]

[City, State, Zip Code]

My previous address was:

[Old Address Line 1]

[Old Address Line 2]

[City, State, Zip Code]

Please let me know if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

[Student ID (if applicable)]