

Date: [Insert Date]

[Your Name]

[Your Old Address]

[City, State, Zip Code]

[Recipient Name]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my change of address. My previous address was:

[Your Old Address]

My new address is:

[Your New Address]

Please update your records accordingly. If you require any further information or documentation, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]