

Dear [Friends/Family],

I hope this message finds you well! I am writing to let you know that I have recently moved to a new address. Please update your records accordingly:

New Address:

[Your Name]

[New Street Address]

[City, State, ZIP Code]

My phone number and email remain the same, so feel free to reach out to me anytime!

Looking forward to seeing you soon!

Warm regards,

[Your Name]