

# Address Notification

Date: [Insert Date]

To Whom It May Concern,

We would like to inform you that there has been a change in the address of [Student's Name], who is a student at [School Name].

**New Address:**

[New Address]

Please update your records accordingly. If you have any questions, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]