

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

Department/Agency Name  
Agency Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to inform you of a change in my address. Please update your records with my new address as follows:

New Address:  
New Address Line 1  
New Address Line 2 (if applicable)  
City, State, Zip Code

My previous address was:  
Old Address Line 1  
Old Address Line 2 (if applicable)  
City, State, Zip Code

If you have any questions or require further information, please feel free to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,  
Your Name