

Mailing Address Correction Request

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to inform you of a correction to my mailing address for school correspondence. Please update your records as follows:

Old Address:

[Insert Old Address]

New Address:

[Insert New Address]

Thank you for your attention to this matter. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Student ID (if applicable)]