

[Your Name]
[Your Address Line 1]
[Your Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Address Line 1]
[Recipient's Address Line 2]
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as an acknowledgment of the address change I have made in my records.

The new address is as follows:

[New Address Line 1]
[New Address Line 2]
[City, State, Zip Code]

Thank you for updating your records accordingly.

Sincerely,
[Your Name]