

New Address Confirmation

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Current Address]

Dear [Tenant's Name],

We are writing to confirm that we have received your request to update your address. Your new address, effective from [Insert Date], will be:

[New Address]

Please ensure that all future correspondence is sent to your new address. If you have any questions or require further assistance, feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]