

Tenant Address Relocation Notice

Date: [Insert Date]

From: [Your Name]
[Your Current Address]
[City, State, Zip Code]

To: [Landlord/Property Manager's Name]
[Landlord/Property Management Company]
[Company Address]
[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I am writing to inform you of my upcoming address relocation. Effective [Insert Move Date], I will be moving from [Current Address] to [New Address]. I kindly request that you update your records accordingly.

Should there be any necessary paperwork or procedures I need to complete as part of this relocation process, please let me know at your earliest convenience.

Thank you for your attention to this matter. I appreciate your assistance and understanding.

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email Address]