

## **Subject: Update of Residence Address**

Date: [Insert Date]

To Whom It May Concern,

My name is [Tenant's Name] and I am writing to inform you of my new residence address. Please update your records accordingly.

**Previous Address:**

[Previous Address]

**New Address:**

[New Address]

I appreciate your attention to this matter. If you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Tenant's Name]

[Tenant's Signature]